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# PASSWORD

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Acceptance of admission to the College constitutes agreement to comply with its rules, and each student is responsible for knowledge of the regulations contained in this publication.

Any staff member of the Office of Student Affairs will help a student who needs information or advising (or who wishes to present a grievance) concerning any aspect of College life. If it is not clear which particular division of the Office is most appropriately concerned, the student should consult the secretary to the Vice-President for Student Affairs, Room 209, College Union.

## PASSWORD 1973-74

### Editor

Office of the Vice-President for Student Affairs

Password is the student handbook designed to familiarize students, especially freshmen, with Mansfield State College and the community. It provides a source of information regarding regulations and policies effective on campus, tells about major events, customs, organizations, etc., and is a reference book of general information about the college.

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# ACADEMIC CALENDAR

1973 - 74

## FALL, 1973

Faculty Orientation and Students arrive on Campus	August 27
Registration	August 28 & 29
Classes Start	August 30
Labor Day — No Classes	September 3
Thanksgiving Recess	November 22-25
Classes Resume	November 26
Last Day of Classes	December 14
Final Exam Week	December 15 thru 21

## SPRING, 1974

Dorms Open	January 13
Registration	January 14 & 15
Classes Begin	January 16
Spring Break	March 9-12
Classes Resume	March 13
Easter Break	April 12-21
Classes Resume	April 22
Last Day of Classes	May 10
Final Exam Week	May 11-17
Commencement	May 18



## COMMUNICATIONS DIRECTORY

Academic Problems	Vice-President for Academic Affairs—Alumni Hall
Admissions and Applications	Undergraduate: Office of Admissions—Alumni Hall. Graduate: Office of Graduate Studies—Alumni Hall
Athletic Events	Director of Athletics—Decker Gym
Bills	Revenue Office—Alumni Hall
Books and Supplies	Bookstore—Manser Hall
Car Registration	Security—Recreation Center
Carontawan	Memorial Hall
Catalogues	Undergraduate: Office of Admissions Summer: Director of Summer Sessions—Alumni Hall Graduate: Office of Graduate Studies
Certification	Dean of Professional Studies—Retan Center
College Union Board	Memorial Hall
Counseling	Counseling and Testing Center—Haverly House
Faculty Speakers	Vice-President for Student Affairs—Memorial Hall
Flashlight	Memorial Hall
Fraternity Affairs	I.F.C. Advisor—South Hall
Health Services	Doane Health Center
Housing	Housing Office—South Hall
Lost & Found	Security—Recreation Center
Placement Service	Director of Placement—South Hall
Radio Station	South Hall
Scholarships, Loans, Student Employment	Director of Financial Aid—South Hall
Selective Service	Vice-President for Academic Affairs—Alumni Hall
Sorority Affairs	Panhellenic Advisor—South Hall
Student Government	Memorial Hall
Transcripts	Registrar—Alumni Hall
Special Events	Vice-President for Student Affairs—Memorial Hall
Use of College Facilities	Building Directors
Withdrawals From College	Testing and Counseling Center—Haverly House
Selling on Campus	Vice-President for Student Affairs—Memorial Hall
Veterans Affairs	Assistant Dean of Students—South Hall



## THE COLLEGE

In 1857, the Mansfield Classical Seminary opened with a registration of 105 students. Four months later, the original building burned and the first South Hall was then completed in 1859.

In 1862, the Seminary was converted by the Commonwealth of Pennsylvania into the Normal School for the Fifth District.

Student teaching began in 1871. In 1926, the Normal School was authorized to confer the degree of Bachelor of Science in Elementary and Secondary Education. A year later, the name of the institution was changed to Mansfield State Teachers College.

Since the authorization of the College to grant the B.S. in Education, Mansfield has expanded its curriculum to include such special fields as Music Education, Home Economics Education, Library Science, Public School Nursing, Art Education, and Special Education.

Indicating a broadened concept of professional preparation, the Pennsylvania Legislature on January 8, 1960 authorized the title Mansfield State College. To better fulfill the broadened concept for professional preparation, Mansfield was given the right to offer a Liberal Arts Program in January 1963. Graduate programs in Music Education, Elementary Education, Mathematics, History, and English were also added.

The present campus, consisting of 31 principal buildings attractively set in 150 acres, will continue to expand. In the process of being completed is a maintenance building, recreation areas, roads, and parking lots. Future campus development includes a Research and Learning Center; Fine Arts Center; dormitories; alterations to Straughn Auditorium; and other projects.



President Lawrence Park

## PRESIDENT'S MESSAGE

### To Our New Students:

On behalf of the members of the Board of Trustees, Administration, and Faculty, I am pleased to have this opportunity to welcome you to Mansfield State College and to wish you well as you enter the new academic year.

The Password, along with the College Catalog and various departmental brochures, will supply you with the basic information needed during your stay at Mansfield. Further, you will find that the members of the faculty and administrative staff are readily available for assistance. You are encouraged to seek out appropriate members of these groups to resolve problems and concerns.

We invite you to participate fully in the various educational and social activities which are available to you. Through participation you will make a contribution to the College community and, thereby, become a part of the growing tradition that is Mansfield State College.

Sincerely,

A handwritten signature in cursive script that reads "Lawrence Park".

LAWRENCE PARK  
President



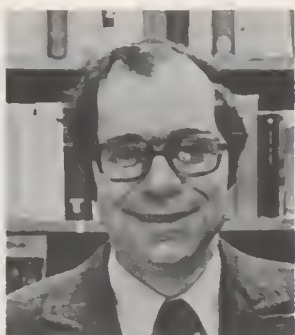
DR. DONALD DARNTON  
*Vice-President  
for Academic Affairs*



DR. ROBERT L. SCOTT  
*Vice-President  
for Student Affairs*



DR. GORDON MILLER  
*Vice-President  
for Administrative Affairs*



DR. MICHAEL PINCUS  
*Dean of Liberal Arts*



DR. RICHARD WILSON  
*Dean of Professional Studies*



DR. S. M. SCHMITZ  
*Dean of Fine Arts*



DR. DAVID PELTIER  
*Associate Vice-President  
for Academic Affairs*



WILLIAM WANICH  
*Assistant to the Office of  
the Vice-President for  
Academic Affairs*



RODNEY KELCHNER  
*Dean of Students*





ESTHER ROBERTS  
*Director of Financial Aid*



JOSEPH MARESCO  
*Associate Dean of Students*



FRANCIS KOLLAR  
*Assistant Dean of Students*



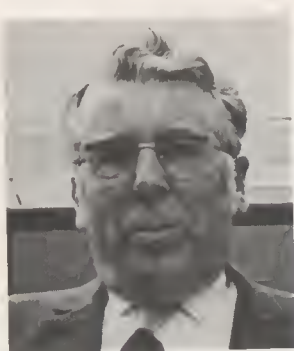
BARBARA PASKVAN  
*Assistant Dean of Students*



DAVID RUSSELL  
*Director of Minority  
Affairs*



THOMAS J. COSTELLO  
*Director of the  
Placement Center*



LEON LUNN  
*Director of Admissions*



DR. WILLIAM DOBBERSTEIN  
*Director of Counseling and  
Testing Center*



PAUL HAFER  
*Assistant Director  
of Admissions*



STERLING SALTER  
*Counselor*



MARGARET JONES  
*Director of the  
Infirmary*



ANITA BACON  
*Counselor*



# STUDENT LIFE

## RESIDENCE LIFE

Education in its broadest sense is a product not just of classroom learning, but also of knowledge gained from sharing ideas and experiences with others in the informal situations which residence halls provide. The Dean of Students' staff at Mansfield State College works with the residence hall councils of each building, student staff members (Resident Assistants), Head Residents, professional staff members and interested faculty members in an effort to provide an environment which will supplement and expand the education of each student.

The college wishes to have students representing all creeds, races and ethnic groups living in college residence halls. Therefore, in compliance with the Pennsylvania Fair Education Practice Act, all residence assignments are made without regard to race, religion, color, or national origin. Having accepted the Pennsylvania Fair Education Act, we feel that a cross section of cultures provides a cosmopolitan community. The college also complies with the Federal Civil Rights Act, Title IV.

## CLASSIFICATION

1. **Residence Hall Student**—one who resides in a residence hall or building referred to by the college as a residence hall or extension thereof.

2. **Off-Campus Student**—one who resides in housing which is neither his home, his parent's or relatives' home, nor a college designated residence hall.

3. **Commuting Student**—one who resides in his parent's home or his own home.

## RESIDENCE REQUIREMENTS

1. All students are required by the college to reside in residence halls when there is space available.

2. Exceptions to the above may be made on the basis of age, place of permanent residence, or marital status.

3. Each student prior to occupying a room, must sign a housing agreement provided by the college or owner of the residence hall and pay all designated fees and deposits.

4. Board in the college dining hall is mandatory for students residing in residence halls.

5. All students residing in a residence hall are required to abide by regulations as prescribed by the college and/or residence hall council.

6. Mansfield State College reserves the right to enter and inspect all residence hall rooms, but will in all possible circumstances recognize and respect the individual's right to privacy.

## **RESIDENCE HALL STAFF**

**Resident Assistants (RA's)**—These are upperclass students employed by the Office of the Dean of Students who live in residence halls for the purposes of providing information and basic counseling to students, and for building and maintaining a sense of community and mutual responsibility in the residence halls.

**Head Residents and Assistant Deans in Residence**—These are full-time employees of the college with varying backgrounds and professional responsibilities. In general, they work with R.A.'s, students and the Dean of Students' Office to provide an environment within which each student may learn and develop his potential.

## **RESIDENCE HALL REGULATIONS**

1. Residence halls are communities and as such, all residents have responsibilities to one another. Mutual consideration is essential if the community is to function effectively. All people living in residence halls will take into consideration at all times the rights of others to relative quiet and privacy. It is the responsibility of all residents to see that this mutual consideration is afforded to each student.

2. All residence halls are governed by regulations prescribed by the elected governing bodies and Mansfield State College.

3. Visitors to the residence hall are subject to the same regulations as students residing in that area. It is the visitor's as well as the host's responsibility to know and comply with visitation regulations in effect in each residence hall.

4. Students are bound by the residence hall agreement to follow all regulations contained therein.

5. Residence halls open at 7:00 a.m. daily, and close at midnight Sunday through Thursday and at 2:00 a.m. Friday and Saturday. Entrance may be gained after these hours by a means specified in each residence hall.

6. Residents may have overnight guests: female in Women's Residence Halls, male in Men's Residence Halls. However, such guests must be registered with either the Resident Assistant or the Head Resident. The fee is \$1.00 per night.



## **RESIDENCE HALL AGREEMENT**

The following is a copy of the Residence Hall agreement signed by all students wishing to live in college-owned residence halls:

### **MANSFIELD STATE COLLEGE RESIDENCE HALL AGREEMENT**

1. **ELIGIBILITY** requirements for College housing include status as a full-time student, payment of debts to the College, and continuous compliance with College and residence hall regulations.
2. **RESERVATION** of space is made by returning required materials (including signed Housing Agreement, receipt for a \$50 room deposit [not refundable after July 1], and a completed housing data card) to the Housing Office. Rent is paid by the semester upon receipt of a bill from the Revenue Office and is not refundable after the room has been occupied except as outlined in the fee refund policy as contained in the College Catalog.
3. **OCCUPANCY** is required on the first day of classes and consistently thereafter. Rooms unclaimed at the beginning of a semester or, in the judgement of the College, not used continuously by the student assigned will be forfeited and reassigned unless written permission for late arrival or sustained absence has been given by the Housing Office.
4. **TERM OF OCCUPANCY** and financial obligation to the College is for the entire academic year unless permission is given to relocate temporarily (eg. for student teaching). All other exceptions must be approved by the office for the Vice-President for Student Affairs.
5. **ROOM ASSIGNMENTS, AND CHANGES** are prerogatives of the College and effected only by written authorization from the Housing Office. In assignment, mutual roommate preferences will be honored where possible. Room changes are discouraged, but may be authorized under special circumstances.
6. **ACCESS** to an assigned room is given to the student only during regular academic sessions which require his presence on campus. The student is required to vacate his or her room by the designated closing times or by noon of the day following his final class or examination.
7. **VISITORS** to residence halls and student rooms are permitted only as authorized by College and hall regulations.
8. **FACILITIES AND SERVICES** provided by the College include bed, mattress, dresser, desk, chair and linen. Students must provide their own pillow, waste basket, toilet articles and such other accessories as he/she may desire.

9. **STUDENT OBLIGATIONS** include liability for—or insurance against—personal property loss or damage (ie. where legal negligence of others does not pertain); care and cleaning of rooms and maintenance of health and safety standards; payment for damage to College property (including group assessments when individual responsibility cannot be determined); purchase of a meal ticket; and provision of a complete address to correspondents in order to guarantee mail delivery.
10. **PROHIBITED ACTIVITIES AND POSSESSIONS** include occupancy by persons other than those assigned or registered guests, commercial activities, tampering with fire or safety equipment, illegal drugs, gambling, alcohol, moving College property, ironing in students' rooms, open flames, pets, explosives, firearms or other weapons and tape, tacks or nails on painted surfaces.
11. **INSPECTION** of rooms for reasons of health, safety, maintenance or to determine whether college policy is being violated, is a right reserved by the College. Routine inspections do not include searches, which may be conducted only with specified probable cause, authorization from an assistant dean or higher official, and the presence of room occupants unless it is impossible to locate them and give them sufficient notice. The College will, however, recognize and respect the individual's right of privacy in all possible circumstances.

## **RESIDENCE HALL PROCEDURES**

### **Registration**

Each resident will complete a residence card upon initial entrance into the individual residence hall.

### **Residence Hall Check-Out Procedure for Vacation**

1. Clean room
2. Close windows
3. Extinguish lights
4. Remove perishable items.
5. Close and lock door

### **At End of College Term or Upon Withdrawal:**

1. Notify Head Resident
2. Turn in linen
3. Turn in room and mailbox key.

## **EMERGENCY PROCEDURES**

### **A. Fire**

1. Set off the nearest fire alarm station.
2. Vacate the building by use of the various exits.



3. Call Mansfield Fire Company. (662-2222).
  4. Call Security Office. (662-3071).
  5. Security officers, fire captains, and resident assistants will make certain all persons are kept at a safe distance and do not interfere with firefighting equipment.
  6. Once the above procedures have been followed, the Dean of Students should be notified.
  7. In case of a localized fire, every effort should be made to extinguish the fire by use of fire extinguishers on each floor of each building on campus.
  8. The Security officer present will notify the residents when it is safe to re-enter the building.
  9. In a classroom building, faculty members will make certain that students leave the room in an orderly manner. Further, they will make certain that all windows inside the classroom are closed prior to its evacuation whenever physically possible.
- B. Evacuation of Residence Halls: Alternate Buildings

#### BUILDING: NORTH HALL

##### NORTH WING —

1. STRAUGHN AUDITORIUM
2. RECREATION CENTER
3. LAUREL LOUNGE
4. CHURCHES: PRESBYTERIAN, EPISCOPAL
5. HIGH SCHOOL

##### SOUTH WING —

1. MANSER LOBBY
2. SOUTH HALL: FACULTY LOUNGE AND ADJACENT COUNCIL OFFICE
3. PINECREST LOUNGE
4. SMYTHE PARK BUILDING
5. ELEMENTARY SCHOOL

#### BUILDING: PINECREST MANOR

##### FLOORS 1, 3, 4, 5, 6, —

1. THE HUT
2. LAUREL LOUNGE
3. RECREATION CENTER
4. CHURCHES: METHODIST, BAPTIST
5. SMYTHE PARK

##### FLOOR 2 —

1. HEMLOCK MANOR
2. MAPLE LOUNGE
3. THE HUT
4. BUTLER-STEADMAN THEATER
5. ALLEN HALL AUDITORIUM

BUILDING: LAUREL MANOR

LAUREL A —

1. PINECREST
2. HEMLOCK
3. MANSER LOBBY
4. MAPLE LOUNGE
5. MEMORIAL HALL

LAUREL B —

1. MAPLE LOUNGE
2. PINECREST LOUNGE
3. MEMORIAL HALL
4. STRAUGHN AUDITORIUM
5. CHURCHES: METHODIST, PRESBYTERIAN

BUILDING: HEMLOCK

1. MAPLE A LOUNGE
2. MEMORIAL HALL
3. THE HUT
4. MANSER LOBBY
5. BUTLER-STEADMAN THEATER

BUILDING: MAPLE

MAPLE A —

1. HEMLOCK
2. THE HUT
3. DOANE HEALTH CENTER
4. LAUREL
5. SMYTHE PARK BUILDING

MAPLE B —

1. DOANE HEALTH CENTER
2. MANSER LOBBY
3. HEMLOCK LOUNGE
4. THE HUT
5. LAUREL LOUNGE

BUILDING: OAK AND HICKORY

1. DECKER GYM
2. ALLEN HALL
3. BUTLER-STEADMAN THEATER
4. RECREATION CENTER
5. STRAUGHN AUDITORIUM

Evacuation areas are to be used as needed in order of listing.

C. Personal Injury or Sickness or Death

1. If in a residence hall, notify the Head Resident, Infirmary (662-3046) and Security Office (662-3071).

2. If in a classroom or on campus (not in a residence hall) notify the Infirmary, Security Office and the Dean of Students.
  3. In cases of extreme injury or death, the Vice-President for Student Affairs must be notified by the Head Resident or Security.
- D. Building Collapse or Explosion
1. Every effort is to be made to evacuate the building as quickly as possible using procedure for evacuations as outlined in Section A.
- E. Natural Disasters (Tornadoes, Hurricanes) or Civil Defense
1. Proceed to the basement of the nearest building. Remain there until proper notification is given to leave.
- F. Bomb Threats
- In case of emergency the residence halls will be evacuated as follows:
1. Fire alarms will ring.
  2. Occupants will proceed as for fire drills.
  3. The residence hall staff will be responsible.
  4. They will then be told by Security which building or buildings is/are threatened, will notify their team of fire captains and help escort their group to safe temporary emergency housing.
  5. Each residence hall staff member has a list of the buildings as alternatives that his/her hall is to use—taking the first safe one on the list.

## **RESIDENCE HALL FACILITIES**

### **Care of Facilities**

Each resident should assume responsibility for the proper maintenance of the residence hall. The Housing Agreement should be consulted for information relative to charges for damage in individual rooms and common areas of the hall. A Damage Sheet must be submitted at the beginning and end of each semester.

A Project Room is provided in the residence hall for operations involving use of paints or other substances which may cause damage of a permanent nature. Please use it when working with such materials.

Please do not use scotch tape on walls, woodwork or furniture. Cleaning supplies will be available in each residence hall for students' cleaning needs. Sweeper bags may be obtained from the RA or Head Resident.

### **Linen**

Linen Service is provided as part of the room fee. Residents are responsible for the linen distributed to them.

Adherence to the procedures for linen distribution and collection is necessary. The Linen representatives in your hall should be contacted for additional information.

## **Keys**

Keys for individual rooms in the residence hall are distributed by the Head Resident. Residents must assume full responsibility for the care of the key. Information relative to replacement and collection of it may be obtained from the Head Resident. The fee for replacement is \$3.00 per key.

## **Lounges and Recreation Areas**

Lounge and Recreation Areas are provided for the residents of each hall. In Oak and Hickory, the Main Lounge is available to male and female guests of the residents of that hall until midnight, Sunday through Thursday and until 2:00 A.M. Friday and Saturday. The Recreation Room is available to male guests only. In Maple, Laurel, Pinecrest, and Hemlock, the Main Lounge (lobby) is available to male and female guests of the residents of that hall. The Recreation Room and the individual floor lounges are available to guests during the hours when intervisitation privileges are in effect. It is expected that residents and their guests will use good judgment while using the facilities of these areas. Recreation equipment should be given careful handling. The rights of residents to relative quiet should be respected by those using pianos, record players, T.V., etc. in the Lounge Areas.

Lounge areas are administered by the individual hall council; policy as to use of lounges by campus groups is developed by them yearly, and events are scheduled by the Building Director of each hall.

## **Mail Service**

Residents of North Hall, Oak and Hickory Hall are issued post office boxes in Memorial Hall. The hours for mail delivery are posted in the mailbox area. The campus mail service is located in North Hall on the second floor. Questions or problems about mail service should be directed to the Office of the Dean of Students.

Laurel Manor, Pinecrest, Hemlock and Maple residents have been issued post office boxes in their respective residence halls.

## **Vending Service**

Each residence hall has food vending service. The contract with the Vending Company provides that a percentage of the profits from the sale of foods will be returned to the Student Activities Program by way of College Community Services, Inc.

Requests for refunds resulting from losses by individual students should be made to the Head Resident of the specific hall in which the loss occurred.

## **Laundry**

Complete laundry facilities are found in all residence halls and include coin-operated washers and dryers, ironing boards and tubs for hand laundry.

Ironing boards found on each floor are for occasional pressing only. Each student is responsible for his/her own iron.

The income from the washers and dryers is returned to the All Residence Hall Government. If a machine is out of order, notify the Head Resident immediately.

### **Telephones**

Please memorize the telephone number of your residence hall so that you may contact the Head Resident, if necessary.

There is a pay phone on each floor.

### **Damages**

Damages to residence hall rooms or common areas are assessed individually to students residing in those rooms, or utilizing those common areas. Damages which cannot reasonably be attributed to specific individuals or groups may be charged to the common campus damage account described under **general student information** below.

## **GENERAL STUDENT INFORMATION**

### **Damage Fee**

A two dollar campus damage fee is collected from all students to cover bills reflecting malicious damages on campus. Money remaining at the end of each fiscal year is used for improvements in various areas as approved by the Student Government Association.

### **Identification Cards**

Each student when admitted to Mansfield State College is issued an Identification Card (ID) free of charge. These ID Cards are to be carried at all times and must be produced upon request to any authorized college authority.

All students must bring their ID cards to registration each semester where they will be stamped upon receipt of payment of Activity Fees.

ID Cards must be shown prior to entrance to all athletic events and are required before use of library materials is permitted. Replacements are available from the Office of the Dean of Students at a cost of \$2.00.

### **Motor Vehicle Regulations**

All students at Mansfield State College may have cars on campus. The College reserves the right to designate parking areas.

Students having automobiles must register them with the Security Office during registration. Vehicles brought to campus after registration are to be registered with the Security Office within 24 hours.

Regulations pertaining to vehicle use are distributed at this time



## Soliciting

No one is permitted to sell or advertise any commodity on the college campus without the written approval of the Vice President for Student Affairs.

## Withdrawal and Marriage

If you must withdraw from college, certain requirements must be met so that various departmental records will be clear. If you follow these steps, you may be sure that all records are complete and that no confusion will result:

- A. Go to the Testing and Counseling Center where you will receive specific instructions on papers to be completed and returned.
- B. If you marry and continue as a student, please notify the office of the Dean of Students, who will notify the offices concerned. Any change in housing plans should be promptly reported to the Office of the Dean of Students. All correspondence with the college subsequent to marriage should contain both your maiden and married name to facilitate identification.

## Student Dining Room Information

All meals are served cafeteria style in the dining facility, Manser Hall. Students are required to return their trays to the dish room area. Second helpings are available on all items. Students are required to present their Dining Cards before they are served; guest privileges are extended to campus visitors upon payment of the following fees:

Breakfast .....	\$ .75
Luncheon .....	1.00
Dinner .....	1.50

Prices of all meals are subject to tax.

Dining hall hours will be as follows:

### Breakfast

Monday thru Saturday .....	7:00- 8:30—hot breakfast
	8:30-10:30—continental breakfast
Sunday .....	8:30- 9:30—hot breakfast
	9:30-10:30—continental breakfast

### Luncheon

Monday thru Friday .....	10:30-1:30
Saturday .....	11:00-1:00
Sunday (Dinner) .....	11:30-1:30

### Dinner

Monday thru Friday .....	4:30-7:00
Saturday .....	5:00-7:00
Sunday (Supper) .....	5:00-7:00

# STUDENT SERVICES

## COLLEGE HEALTH SERVICES

(Doane Health Center)

The College Health Service operates in a modern, fully equipped facility which provides every convenience necessary for the health needs of students, who are served by a physician and registered nurses. Hospital care is provided at the Soldiers and Sailors Memorial Hospital in Wellsboro, in addition to care rendered in the 18-bed infirmary at the college.

The services of the health center are extended to all students of Mansfield State College. These services include a preventative health program which consists of tuberculin testing administered to all seniors to meet graduation requirements and to all personnel working with the food services associated with the college. Influenza immunization clinics are held in the fall in October and November.

Allergy vaccine is administered to students if it has been prescribed by their physician; such injections will be given at 2:00 P.M. or by special arrangement when necessary.

Members of the health staff work to furnish a thorough but friendly and individual service to which a student may come for help of any sort. You are urged to consult the Health Service at any time for purposes of diagnosing suspected contagious diseases or other illnesses. Since medical records and consultation are **entirely confidential**, there is no possibility of embarrassment to the student and consequently no reason for avoiding diagnosis.

Students who are ill are encouraged to report to the Health Center to be evaluated and treated by the nurses and the college physician, and where condition indicates, admission to the infirmary is advocated. Medications and treatments are dispensed to the students free or at a very minimal charge depending on the type of medication prescribed.

Infirmary services are available twenty-four hours a day during the time the college is in session.

## EXCUSES

If a student is ill anywhere other than the infirmary and wishes an excuse from class due to that illness, it is the responsibility of the student to come to the infirmary at the time of his illness.



Excuses are issued after 2:00 p.m. An illness resulting in three or more days of absence will require a statement from your family doctor.

### **CHARGES TO STUDENTS**

The following charges, payable at the Revenue Office, are made to students staying in the infirmary:

Day Students—\$3.25 per day for dining room service, no charge for infirmary.

Residence Hall students—no charge

Medications and treatment are dispensed to students free or at a very minimal charge, depending on the type of medication prescribed.

### **INFIRMARY HOURS**

Monday through Friday—8:00 a.m. - 4:00 p.m. (Except

12:00 - 1:00 p.m.—emergencies only).

4:00 p.m. - 12:00 p.m. midnight.

12:00 midnight - 8:00 a.m.

At 11:00 p.m. the Health Center is closed and only emergency cases are seen after this hour.

Saturday and Sunday—the Health Center is open from 8:00 a.m. - 8:00 p.m. After these hours a nurse is on call at the Health Center and may be reached by phone. The number is 662-3046.

### **COLLEGE PHYSICIAN'S HOURS**

Monday through Friday—9:00 a.m. - 10:00 a.m.

Except for emergencies, all students wishing to see the doctor should come to the Infirmary at these hours. If necessary, an excuse for class or being late to class can be issued.

### **VISITING HOURS**

Monday through Friday—2:00 - 4:00 p.m.

7:00 - 9 p.m.

Saturday and Sunday: The above hours apply if the Infirmary is open.

There shall be no more than two visitors in one room at a time. Stop at the nurse's desk to see if visiting is permissible.

The above visiting regulations are in line with general procedures to insure that the nurses and doctor can carry out their many functions and to insure the proper amount of rest for the patients.

## STUDENT HEALTH INSURANCE PLAN

Mansfield State College offers its full-time students, through Higham, Neilson, Whitridge & Reid, Inc., a comprehensive hospital, surgical, and medical insurance program which provides twelve-month protection against the cost of injury or illness. This policy covers the student not only while at school, but during school holidays, summer vacations and other times when the student is away from college.

Full-time students will be covered under the plan effective August 28 through the next August 27, provided they register, and pay the insurance fee appearing in the student bill by registration date.

Students who do not register until the start of the second semester will be covered when the second semester begins through August 27 provided they register and pay the insurance fee appearing in the student bill by registration date.

Coverage includes such areas as hospital bills, surgical benefits, diagnostic X-ray and laboratory examinations, and numerous other areas. For complete information ask for a brochure from the office of the Vice President for Student Affairs.

## COUNSELING AND TESTING SERVICES

The Counseling Center assists students in making decisions related to the immediate problems of college adjustment and to broader problems of effective living. Students are invited to make an appointment for help in strengthening academic performance, developing career plans, solving situational problems, or improving personal relationships.

With a professional counselor, the student may explore freely and **in confidence** any problems or feelings which are important to him. He can receive help which enables him to assess his individual make-up, to acquire increased self-understanding and sensitivity to others, and to grow in the direction of his choice.

The college testing and counseling center is open Monday through Friday from 8:30 to 4:30 p.m. The services of the center are available free of charge to all students enrolled at the college. Students are encouraged to avail themselves of these services whatever the nature or seriousness of the problem.

Appointments may be made by calling Extension 222 or by coming to The Haverly House on Clinton Street. A student may designate which counselor he wishes to see; if there is no preference, he will be assigned the earliest available time. The student will **not** be asked to give any details concerning his reason for requesting an interview.

## THE COUNSELING INTERVIEW

The interview takes place in a private office and may last as long as one hour. Sometimes interviews are merely for the purpose

of gaining information, in which case only one meeting is necessary. Often, however, the student and the counselor agree that further sessions may be helpful. Counseling usually begins with the counselor encouraging the student to talk freely about his concerns. The Counselor listens, tries to understand, attempts to clarify, and helps the student become objective about himself and make decisions with which he will be satisfied. Counseling is not simply a matter of receiving advice; it is a process of thinking through a situation with the professional help of another person.

Again, no information disclosed in a counseling interview is given to anyone without the permission of the student.

## **TESTING**

Counseling may be supplemented by means of tests which provide the student with more information about his interests, academic abilities, personal characteristics, study skills, and special aptitudes.

## **EDUCATIONAL ADJUSTMENT**

The abrupt change from high school to the demand of college classwork is sometimes difficult to make. Counseling can help some students improve study methods and motivation, participate more effectively in class discussion, increase confidence and skill in taking tests, and assure themselves the necessary environment and physical health for efficient performance.

## **PLACEMENT AND CAREER PLANNING**

### **PLACEMENT SERVICES**

The Placement and Career Planning Division is maintained to advise students on career development and specifically to help students and alumni plan further academic work or secure professional positions. Assistance is provided so that the individual may correctly evaluate himself, assess employment opportunities, and select a vocational area that can lead to personal growth and satisfaction.

I. The Student Placement Bureau is operated to fulfill the following purposes:

A. Assemble and keep a permanent record of the student's probable and actual employment potential and such other information as the student may wish to supply. This record will be distributed to prospective employers upon their request or by the direction of the student.

B. Assist students in securing positions of employment.

C. Assist employers in securing qualified people to fill existing vacancies.

D. Assist College authorities in the gathering of information from graduates and employers relative to the strengths and the weaknesses of the College as part of the follow-up program.

II. The Student's Placement Folder will contain:

- A. A personal data sheet.
- B. Three or more faculty recommendations.
- C. An outside reference, one not affiliated with the College.
- D. Recommendations for student teaching or other work experience gained as a part of the candidate's academic program.
- E. An unofficial transcript of the student's academic record.

### CAREER ADVISING

Counseling is provided to help graduating seniors and alumni to (1) analyze their aptitudes, interests, educational preparation, short and long-range goals; (2) obtain information concerning appropriate areas of occupation; (3) investigate specific job opportunities; (4) prepare themselves to conduct job campaigns and to present themselves effectively as candidates; (5) evaluate job offers; and (6) choose the opportunity that will best satisfy their particular criteria. Throughout this process, the director of placement establishes and maintains contact with potential employers in the areas of education, government, business and industry; represents the College and its students in relations with employing organizations; and maintains contact with regional and national placement organizations.

In addition to career planning, available assistance includes:

- 1. The development and permanent maintenance of cumulative professional credentials for each registrant, which are sent to prospective employers at the student's request.
- 2. Information on certification and examination requirements.
- 3. Posting notices of position vacancies.
- 4. Scheduling of on-campus interviews with professional recruiters from many other states.

An occupational library is maintained by the Placement Division. Students may examine information pertaining to careers in business, industrial, or educational settings during regularly scheduled hours.

For those students anticipating study toward an advanced degree, general information regarding programs and admission requirements of graduate schools is available. Also, information pertaining to assistantships, fellowships, and scholarships will be posted periodically in the occupational library, Room 209, South Hall.



## **SUMMER OFF-CAMPUS EMPLOYMENT**

The College wishes to impress prospective students that the location of Mansfield State College in a rural, non-industrialized region of the state greatly reduces the opportunities for outside part-time employment. Further, with increased emphasis being placed on scholastic attainment at this college, the number of hours in which a student may engage in employment has tended to drop sharply in recent years. The acquisition of off-campus employment is the responsibility of the individual student although the Career Planning and Placement Office may be able to provide some limited job vacancy information. There has, however, been made available to qualified applicants, some part time off-campus State and Federal Workstudy Program employment. Additional information may be obtained in the Office of the Director of Student Financial Aid.

## **STUDENT FINANCIAL AID**

As a state college, Mansfield's tuition costs are substantially lower than those of private colleges; the public subsidy is reflected in the fees to all students. While remaining committed to offering financial aid to able students who can show evidence of financial need, Mansfield State College must however, recognize that the basic financial responsibility of acquiring a higher education continues to be the obligation of the student and his family.

Matriculation at Mansfield State College is by semester; the college expects each entering student to be able to meet the expenses of the upcoming term without assistance unless such aid has been previously arranged and confirmed.

The following points are emphasized:

- (1) A new student (prospective Freshman or Transfer) should not file application for aid before his admission has been confirmed by the Director of Admissions and the Advance Registration Deposit has been paid to the College and acknowledged. Inquiries should then be made to the Office of Student Financial Aid, Mansfield State College. The Financial Aid brochure is available from the Admissions or Financial Aid offices.
- (2) Any student requesting financial aid must have filed the Parents Confidential Statement with the College Scholarship Service, Princeton, New Jersey. That agency will then advise the college of its objective analysis as to the student's (or student's family) ability to finance his own education at Mansfield State College. The Financial Aid Office utilizes this information when considering applications for all forms of student aid. Responsibility for filing the confidential statement rests with the student; help may be secured from high school principals and guidance counselors. The P.C.S.

information sheet is **not** an application for financial aid; financial aid applications may be obtained from the financial aid office. The college catalogue describes in detail programs and procedures for application.

## **PART-TIME CAMPUS EMPLOYMENT**

Part time student employment at the College is available in the dining hall, library, dormitories, grounds and buildings, college union facilities, and offices. Such employment is awarded to students who have shown evidence of financial need. These positions are normally filled by upperclassmen, but a limited number of positions are open to freshmen. Requests for student employment are made after formal acceptance and payment of the advance registration deposit. Applications are available from and submitted to the Office of Student Financial Aid.

Part-time State and Federal Workstudy Program employment is available at the college. For details see the Director of Student Financial Aid.

## **SCHOLARSHIPS**

The following scholarships are awarded by various sponsors in cooperation with Mansfield State College. Applications are available from the Office of Student Financial Aid, South Hall.

**W. H. COLEGROVE SCHOLARSHIP FUNDS.** Annual awards of \$100 each to two deserving young women residents of Tioga County, Pennsylvania, are made for the purpose of aiding the recipients in defraying college expenses. These scholarships are not customarily available to new students.

**THEODORE PRESSER FOUNDATION SCHOLARSHIP GRANT.** The College receives annually a grant of \$400 for financing grants to outstanding junior or senior students majoring in Music Education. Grants are awarded by the Music Department with the approval of the President of the College. Applications for these grants should be made to the Chairman of the Music Education Department. Grants are made for undergraduate work for the forthcoming academic year.

**PENNSYLVANIA STATE SCHOLARSHIP.** In 1965, the Pennsylvania State Legislature appropriated monies to be granted in the form of scholarships. Awards are made on the basis of financial need and academic performance.

More detailed information can be obtained from the Office of Student Financial Aid.

**FEDERAL GRANTS.** Beginning the first semester 1966-67, grants of up to \$750 will be available as a result of the Higher Education Act of 1965. These awards known as Educational Opportunity Grants, will be distributed to students who are in good academic standing and have demonstrated financial need.

More detailed information can be obtained from the Office of Student Financial Aid.

**HANNAH KENT SCHOFF MEMORIAL SCHOLARSHIP.** The Pennsylvania Congress of Parents and Teachers each year in April awards one four-year scholarship of \$150 per year to a worthy Pennsylvania student. The student is selected by the Student Aid Committee on the basis of scholarship, personal activities and financial need. Applications may be secured from, and returned to, the Office of Financial Aid. Applications must be received before March 1.

## LOANS

**NATIONAL DEFENSE STUDENT LOAN PROGRAM.** The National Defense Act of 1958, as amended, makes available to full-time students showing evidence of financial need and maintaining good academic standing, loans for college expenses.

Evidence of need will normally be on a yearly basis as evaluated by the College Scholarship Service; currently the college makes a maximum grant of \$400 per semester. A portion of the College's National Defense Student Loan Fund is reserved for entering freshmen. These awards are made on the basis of financial need.

Applications for National Defense Student Loans may be received from, and returned to, the Office of Student Financial Aid. Application should not be made before notice of acceptance has been received and the Advance Registration Deposit paid to the college.

**STATE HIGHER EDUCATION LOANS.** Most states have state agencies which guarantee a college student's loan with a banking institute. All Pennsylvania residents are eligible, including freshmen, to apply for a state higher education loan. Pennsylvania grants \$1500 per academic year (as determined by semester hours completed). Loan applications are available from cooperating banks in the student's home area or directly from the Pennsylvania Higher Education Agency, Towne House, Harrisburg, Pennsylvania 17126. New York residents are eligible upon acceptance by this college.

Qualification is governed by class standing as determined by semester hours completed, not by semesters of attendance. Applications are available from cooperating banks in the student's home. The New Jersey plan is similar to the New York and Pennsylvania plans; applications may be secured from the lending institution.



The following procedure has been established for processing higher education loans at Mansfield State College:

All copies of the application should be submitted to the Office of Student Financial Aid, South Hall, Mansfield State College. The Office of Student Financial Aid will certify the loan application, attach all necessary supporting documents, and mail your loan request to the proper agency. Notification as to award or denial will be received directly from the respective state agency.

Application for a state higher education loan should be made as soon as the student has accumulated sufficient credits to qualify for the higher class standing.

### **CONFIDENTIALITY OF STUDENT RECORDS**

Mansfield State College recognizes that higher education's central role is to provide learning experiences that will afford opportunities for intellectual and personal growth of the student as well as opportunities for research, **and** acknowledges that the student's education and development is better served when confidential information about him is not made available to persons other than those who have a legitimate responsibility for his personal welfare, **and** recognizes that the maintenance of student records is sound educational practice provided that the purposes of such record keeping are to assist in the development of the student or to provide research opportunities.

1. As the custodian of student records, Mansfield State College assumes an implicit and justifiable trust. This trust involves a recognition that student records, both academic and personal, are confidential to the student and the institution. Accordingly, the College will exercise extreme care and concern in recording and disseminating information about students; and student records will be released by the Vice-President for Student Affairs only to appropriate college authorities within the institution, except where the student or graduate has given his formal consent or where the safety of the student and/or property is endangered. In instances where demands for information as to a student's personal record, his beliefs, or associations challenge the principle of confidentiality, the College believes that the educational institution is obligated to prepare every legal basis for resistance.
2. It is the policy of Mansfield State College to note on a student's transcript substantial disciplinary action taken by the College. Substantial disciplinary action is defined as action that results in suspension or dismissal from the College. At no time will details of the disciplinary action be included on the transcript; this information will be released only in compliance with the College policy on confidential information.

3. The College recognizes and supports the need for educational institutions to make available information about students for research purposes. In releasing original data for research the College will take due care to protect the identity of the student. Whenever the limits of confidentiality are in question the College will obtain the formal consent of the student prior to using information about him for research purposes. Before submitting information from student records to the researcher the College will be assured that the research agency will follow acceptable standards of confidentiality.
4. It is further urged that if the College maintains membership lists for research or intra-institutional purposes, it should adopt the concept of confidentiality, based on the principles of freedom of association and the rights of privacy, as stated in the NASPA resolution and resist to the fullest any demand for such information.

The following guides are meant to assure the confidentiality of student records:

1. Disciplinary records are for intramural use and as such should not be made available to persons outside the institution except on formal request of the student involved. Disciplinary records should not be forwarded on transcripts unless the disciplinary action relates to the student's eligibility for re-enrollment into the College.<sup>1</sup> Intra-institutional use should be restricted to the professional student personnel administrator, who may interpret the meaning of notations to other officials in the institution when necessary to the discharge of their official duties.
2. Information from student records should not be sent to prospective employers in the private or the public sector or other educational institutions without the formal consent of the student involved. Written reports for prospective employers and educational institutions should be made only by a professional staff member, and information of a derogatory nature should be handled with extreme care. (See Student Placement Bureau, Item 1.)
3. The College has the responsibility to be responsive to bona fide governmental inquiries when national security or the safety of individuals is at issue. However, when requests of this nature are received and the student's consent cannot be obtained, the College should release only the information necessary to fulfill its legal obligation.

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<sup>1</sup> "Transcripts of academic records should contain only information about academic status" is to be interpreted to permit the recording of any institutional action which affects a student's eligibility to reregister at the College (e.g., suspension or expulsion for academic or disciplinary reasons).

4. Information relative to the academic achievement of students should be released to College intramural committees which are considering students for honors, awards, or scholarships.
5. Certain information which appears in student directories and similar publications is usually available to the general public. Accordingly, such information may be released without formal consent of the student concerned.
6. The College should make a periodic evaluation of information placed in student personnel records and only information related to a specific purpose of the College should be collected and maintained. A time limit of 5 years is specified for the maintenance of records beyond a student's graduation or after a non-graduate withdraws from the College. In the interest of research, provisions may be made for the organization and classification of information in records that are to be destroyed.
7. Where a request for confidential information concerning a student has been made and the student has formally consented to the release of that information, the college is obligated to respond to the inquiring agency a minimal charge may be made for this service. It is assumed that the College will respond accurately to such requests, and in a manner which is in keeping with the statements of this document.

## **LIBRARIES**

**Building Identification** — The Main Library is located on the 3rd and 4th floors of Alumni Hall. The Curriculum Materials Library is located on the ground floor of Retan Center. The Music Library is located on the 3rd floor of Butler Center.

## **LIBRARY REGULATIONS**

1. Materials that are circulated include books, pamphlets, government documents, pictures, filmstrips, film loops, kits, transparencies, certain microforms, cassettes and cassette players. Non-circulating materials include periodicals, reserve books, and reference books. Some reserve books may be charged out a half hour before the library closes but must be returned during the first half hour when the library is next open.

2. Food, beverages and pets are not allowed in any of the libraries. Smoking is permitted in the lobby and conference rooms of the Main Library.

3. Each library maintains a control desk close to the main exit where patrons must present all materials in their possession for inspection to ensure that all library materials have been properly charged out. Patrons who wish to avoid examination of bags, brief cases, etc. may check them at the same desk upon entering the library.

## OVERDUES

The fine for overdue reserve material is 25¢ per hour.

All other overdue materials carry fines of 10¢ per day.

When a student fails to return library materials or pay fines within six weeks of the date due his account is turned over to the Revenue Office for collection. Lost materials must be paid for at the replacement cost plus a \$5.00 processing fee.

## HOURS

### Main Library

Monday-Thursday	8:00 a.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	1:00 p.m. - 10:00 p.m.
Study Hall: Sunday-Wednesday	10:00 p.m. - 12:00 a.m.

### Butler Center Library

Monday-Thursday	8:00 a.m. - 5:00 p.m. & 7:00 p.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Sunday	7:00 p.m. - 10:00 p.m.

### Retan Center Library

Monday-Thursday	8:00 a.m. - 5:00 p.m. & 6:00 p.m. - 10:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	2:00 p.m. - 5:00 p.m.
Sunday	6:00 p.m. - 10:00 p.m.

## ADDITIONAL INFORMATION

For additional information on the libraries and their resources ask at the Reference Desk in each library or consult the orientation leaflets available in the libraries.

## BOOKSTORE

The Campus Bookstore is operated by College Community Services. Any profit accrues to College Community Services for the furtherance of student life. The store is open from 8:00 a.m. to 4:30 p.m., Monday through Friday. During registration week the store will be open special hours as posted to aid students in purchasing textbooks, toilet supplies, clothes, etc.



## **ART ACQUISITION PROGRAM**

An Art Acquisition Program has been in existence at Mansfield for the past eleven years. The purpose being for the acquiring of significant original works of Art and the development of a worthwhile Art Collection for the college. Funds are allocated yearly by the Student Government Association and are under the direction of a Student-Faculty Committee. The collection includes oil paintings, water-colors, intaglios, etchings, woodcuts, lithographs, sculpture, and ceramics. Most of the works are displayed in the student and faculty dining rooms of Manser Hall, and the lounging area of Memorial Hall.

## **ART EXHIBITION SERIES**

A monthly Art Exhibition Series was inaugurated on the Mansfield Campus in September, 1960 for the cultural and esthetic enrichment of the student body, faculty, and community. Exhibits of works by regional, national, and internationally known artists working in a variety of media are featured. Among the artists exhibiting in the past: Lamar Dodd, Stanley Hayter, Leonard Baskin, Jack Levone, Richard Florshein, Benton Spruance, Sol Wilson, Everett Sturgeon and Klaus Ihlenfeld. Three to four exhibits are secured each year from New York City Galleries such as Babcock, Associated American Artists, A C A and Bodley. Exhibits have also been on loan from the Butur Institute of American Art, Youngstown, Ohio, The William Penn Museum, Harrisburg, Pa., and the Living Arts Foundation, New York City. The program is under the supervision of the Art Department and funds for its operation are allocated by the Student Government Association. In conjunction with the Fine Arts Festival, an artist visits the campus, giving lectures to classes and informal groups. The artist's work is also on display at that time as part of the exhibition series. Art Exhibitions in the series are hung in Laurel B. Gallery.

## **THE MAIN BULLETIN BOARD**

The "main" bulletin board is located in front of the entrance to the library. It contains notice of coming events as well as important announcements.

All announcements which are to be placed on the main bulletin board should be sent to the Office of the Asst. Dean of Students — South Hall where they will be picked up by the Student Manager of the bulletin board.

Due to lack of space, oversize (over 12" x 12") posters may encounter difficulty in being placed in this area.

Bulletin boards are also maintained for student use in the College Union, residence halls and in Manser Hall.





# **STUDENT ACTIVITIES AND ORGANIZATIONS**

## **STUDENT ACTIVITIES**

### **ACTIVITIES FEES (subject to change)**

An activity fee of \$32.50 per semester, payable at time of registration, is required of all regularly enrolled students. This money is distributed by the Committee of Finances of the Student Government Association to support the many student activities on campus.

In order for an activity or organization to qualify for this type of support, it must be open to all students, or offer free educational, athletic or entertaining activities to all students.

### **MEMORIAL HALL — THE COLLEGE UNION**

The College Union Building contains recreation areas, lounge areas, conference rooms and office facilities.

### **THE COLLEGE UNION BOARD**

The College Union Board is composed of students, faculty and administrators who are interested in the development of the campus activities program. The membership of the C. U. B. is approved by the Student Senate and funds for operation of the program are allocated by the Committee of Finances of the Student Government.

The C. U. B. is responsible for the development and implementation of such activities as concerts, films, dances, lectures and various weekend events.

The Board is also interested in the utilization of Memorial Hall and the Recreation Center.

### **ENTERTAINMENT AND RECREATION**

Concerts, lectures, theatre, films and exhibitions are provided by various departments and organizations on the campus. Some events are subject to an admission charge, while others are free to those who have paid the activity fee.

Under the auspices of the College Union Board motion pictures are often shown on Friday, Saturday, and Sunday in Allen Hall or Straughn Auditorium with no admission charge. This Board also organizes week-end programs to include roller-skating, bowling, dances, concerts by name bands and other groups. Admission to the last named is at a reduced rate with the I.D. card provided by the Activity Fee.

All athletic events are also open to the students with this I.D. card.

### **ASCO**

The Mansfield Student Government Association belongs to the Association of State College Organizations. ASCO's objectives are to advance the cause of higher education in Pennsylvania by promoting the interests of the system of state-owned colleges and universities and to act as their spokesman on matters of mutual interest and concern. ASCO maintains lobbyists to present the case for the state colleges at Harrisburg and holds two state-wide meetings a year.

### **THE HUT**

This student snack bar is provided "high on the eastern hill" by contract between the Student Government Association and a food concessionaire. Here friends get together to "rap" over a coke and a pizza or some other favorite food. This is the center for occasional dances to the music of popular folk groups.

## **STUDENT ORGANIZATIONS**

### **RULES GOVERNING OFFICE-HOLDING**

Scholastic requirement for seniors, juniors, sophomores and second semester freshmen is an average of C, or 2.0 at the time of the elections. Requirements for first semester freshmen is to have a ranking in the upper half of the high school class.

Student organizations are active only during the academic college year, September through May.

The college will not assume any responsibility for the collection of any financial account of any member of campus organizations not subsidized by the Student Government Association.

### **INITIATIONS**

#### **(Applicable to all student organizations)**

This College encourages constructive, purposeful initiation practices. It prohibits hazing. Hazing is defined as any action or situa-

tion created, intentionally, whether on or off the campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of fatigue, physical and psychological punishment, treasure hunts, scavenger hunts, road trips, long hikes, or any other such activities carried out against new members or prospective members; wearing, publicly, apparel which is conspicuous and not normally in good taste, engaging in morally degrading or humiliating games or activities, and any activity not consistent with laws or the rules and regulations of this College. No physical punishment shall be administered at any time.

The public initiation program shall be submitted in writing for approval to the sponsor and the Vice-President for Student Affairs at least 5 days before the initiation begins.

The initiation program shall include no scheduled activities on the campus during class hours and no activities which disturb the public in general.

## **CONCESSIONS**

There are procedures which must be followed in order to solicit on campus. For details of these procedures report to the Office of the Dean of Students.

## **SPECIAL INTEREST ORGANIZATIONS**

### **ART CLUB**

The Art Club is open to all students interested in the creation and appreciation of all aspects of Art. Meetings are held twice a month and meet at the Art Haus, S. Academy Street. The Club promotes art exhibitions and art acquisition programs. The organization is affiliated with the National Art Education Association.

### **BLACK AWARENESS ASSOCIATION**

The purpose of the Black Awareness Association is to create a Black academic and social atmosphere for the Black students on our campus, and also to enhance the future enrollment of Blacks by instilling in them a personal interest in our college.

Membership in the Black Awareness Association is open to all Mansfield State College students, faculty and staff who are interested and concerned with the Black cause, regardless of race, creed or color.

### **CAMPUS GOLD**

The Mansfield State College group of Campus Girl Scouts was officially chartered by the Girl Scouts of the U.S.A. in March, 1969.

The purposes include to serve local Girl Scouting by assisting with troop leadership and Girl Scout programs in the Mansfield Area, and to explore the opportunities in professional Girl Scouting.

Membership in Campus Gold is open to all former Girl Scouts and to other students who wish to learn more about Girl Scouting as a volunteer or as a professional worker.

Activities include bi-weekly meetings of the group, camp-outs, participation in Council, Regional and National events. The Mansfield State College Campus Gold is under the jurisdiction of the Seven Lakes Girl Scout Council with the office located in Geneva, New York.

### **CHEMISTRY CLUB**

The major purpose of the Chemistry Club is to stimulate student's interests concerning the various fields of chemistry. The Chemistry Club was initiated during the 2nd semester of the 1968-69 school year. The club sponsors various guest lecturers during the school year, special projects, films, and a wide variety of activities which benefit the academic atmosphere at MSC. Club membership is open to all MSC students who have attained a Q. P. A. of at least 2.00 or better. Within the near future it is hoped that the club membership will increase so that a student affiliate chapter of the American Chemical Society can be formed.

### **CIRCLE K**

The campus affiliate of the Kiwanis Club, the Circle K is primarily a service club.

Co-ed in membership, the club, in addition to providing service for the campus, will become involved in community projects. Membership is open to MSC students.

### **COLLEGE PLAYERS**

College Players is the dramatics group on the campus. Several shows are put on each year for the campus and the community. Students have an opportunity to act, as well as work in technical areas. Membership is open to all interested students.

### **COLOR GUARD**

The Mansfield State College Color Guard and Drill Team has now been in existence for five years. Working both as a part of the marching band and separately, the squad serves the college by providing half-time entertainment, presenting colors before both football and basketball games and participating in parades. This year's squad consists of a five member honor guard and an eight member drill team.

## **THE COUNCIL FOR EXCEPTIONAL CHILDREN OMEGA RHO CHAPTER**

The Council for Exceptional Children is an affiliate of the national organization of the same name. Membership in our college chapter is open to all college students and especially those interested in becoming teachers of children who are mentally retarded, gifted, physically handicapped, or speech defective.

Regular meetings provide opportunities for members to meet and talk with specialists in the field. The organization also plans other activities of interest to the group such as sponsoring parties for area special class children. Visits are made to special schools and institutions. Included in the national dues is a professional journal published monthly.

## **MSC FORENSIC SOCIETY**

The MSC Forensic Society represents Mansfield in intercollegiate speech contests. Each year the Forensic Society travels over 5,000 miles to attend ten intercollegiate speech tournaments. MSC competes in more than 300 rounds of speaking against 65 colleges and universities. Society members compete in debate, extemporaneous, impromptu, persuasive, after-dinner, and oral interpretation. Each year the Forensic Society hosts its own intercollegiate tournaments attended by 15-20 colleges. Membership in the Forensic Society is open to any MSC student regardless of experience.

## **4-H CLUB**

The purpose of the 4-H Club is to provide former, present, and future members with the opportunity to participate in 4-H, to develop leadership and citizenship, to provide educational and recreational opportunities and to render service to the club, the community and the country.

## **KAPPA KAPPA PSI**

Kappa Kappa Psi is a national band fraternity whose purpose is to honor outstanding bandmen through membership. The membership also serves as a service organization to the band program. To be eligible for membership, students must have completed at least one semester of band participation and be regularly enrolled members of the college band program. A minimum cumulative grade point ratio of 2.00 is also required. Any student meeting these requirements and demonstrating outstanding qualities of leadership and musicianship may be selected for membership.



## **Music Educators National Conference (MENC)**

### **Student Chapter #162**

The MENC Student Chapter of M.S.C. is an organization open to all students and faculty interested in the music education field. The purpose of the group is to create interest and provide information concerning current issues in the profession. Guest speakers, clinicians and performing groups are featured at monthly meetings.

### **OMICRON GAMMA PI**

Omicron Gamma Pi, college chapter of the Pennsylvania Home Economics Association, is affiliated with the American Home Economics Association. It is open to all home economics students at Mansfield State College. The purpose of this professional organization is to stimulate interest for the betterment of its members.

Omicron members have the opportunity to attend and participate in professional State meetings as well as Chapter ones.

A visit to Broad Acres (County Home) has become an annual project. The annual Spring Banquet for the entire department is the responsibility of the club.

Omicron Gamma Pi meets the second Thursday of every month.

### **PHI MU ALPHA SINFONIA**

Phi Mu Alpha Sinfonia is a national professional musical fraternity for men who plan to make music their profession or vocation. This fraternity aims to advance the cause of music in America, to foster the mutual welfare and brotherhood of students of music, to develop true fraternal spirit among its members, and to encourage loyalty to the alma mater.

### **PHILOSOPHY CLUB**

The purpose of the Philosophy Club is to provide opportunities for intellectual discussion outside the classroom for students and faculty of all departments. By sponsoring student dialogues, movies, panel discussions and special speakers, the coordinators attempt to stimulate debate and inquiry in contemporary aspects of society, theology and literature. For this reason, presentations are followed by an informal question period. Meetings are often open to the public as well as the college community in the interest of cultural involvement. Notices or announcements about a discussion are made in advance through campus radio, newspaper and bulletin boards. All students and faculty members are eligible for membership in the Philosophy Club.

## **PSYCHOLOGY CLUB**

The Mansfield State College Psychology Club is open to any student with an interest in psychology and related fields. The club serves both as an educational and social functioning body. The activities include: speakers, films, and field trips. It is stressed that members need not be psychology majors.

## **READERS THEATRE**

The purpose of this organization is to further the interests and develop the abilities of Mansfield State College students in the areas of oral interpretation and readers theatre. This purpose is accomplished through social, instructional, and service activities. These activities include regular meetings, programs presented at area high schools and clubs, special projects, college productions, speakers and other activities proposed by the membership. Membership is open to all interested students.

## **SIGMA ALPHA IOTA**

Sigma Alpha Iota is an international music fraternity for women whose ideals are high standards of musicianship, scholarship, sisterhood, and character. Any woman student in the music department who is at least a second semester freshman, has a 2.5 academic average, and an "A" in any music subject of the previous semester is eligible and may be pledged to membership.

## **SKI CLUB**

The Ski Club's main interest lies in skiing, the pursuit of the sport and the intrinsic items which go along with the sport such as recreation, exercise, and the exhilaration of being outdoors.

The club organizes weekly trips to local ski areas, provides special rates for lift tickets, and furnishes meals and transportation. In addition to this, there is a ski shop which is run by the officers to provide ski rentals for the cost of \$.50 and to service equipment.

Meetings are held the first Thursday of each month during the winter months with special meetings being called by the officers of the club when deemed necessary. The agenda includes ski films, guest speakers (e.g. professional people connected with the sport), demonstrations, discussions on equipment, ski safety, and various other items connected with the sport.

The Ski Club is open to any student interested in skiing or learning how to ski. The \$4.00 fee entitles each member to all of the club's privileges and also includes one free lesson from qualified instructors at the various local ski areas.

## **SPANISH CLUB**

The objectives of the Spanish Club are to promote a better understanding of the language and customs of Spanish-speaking people. Club meetings give interested persons the opportunity for additional practice in hearing and speaking the language.

## **STUDENT P.S.E.A.**

The Mansfield State College Chapter of Student PSEA received its charter in April of 1958. Its purpose is to provide members with opportunities for (1) personal and professional growth; (2) development of leadership skills; (3) understanding of the history, ethics, and programs at state and national levels; and (4) participation in professional activities at local, state, and national levels. This purpose is accomplished through regular meetings, the third week of every month, guest speakers, and special projects (FTA Visitation Day, Traveling Talk-Around, Parents Weekend, UNICEF, Tutoring, etc.). PSEA is open to all students enrolled at Mansfield State College and interested in education.

## **TAU BETA SIGMA**

Tau Beta Sigma is a national band sorority whose purpose is to honor outstanding women in the band through membership. The membership also serves as a service organization to the band program. To be eligible for membership, students must have completed at least one semester of band participation and be regularly enrolled members of the college band program. A minimum cumulative grade point ratio of 2.00 is also required. Any student meeting these requirements and demonstrating outstanding qualities of leadership and musicianship may be selected for membership.

## **VETERANS CLUB**

The chief purpose of this organization shall be to gather and combine the interests of college students, who have been in the military service. This club shall accomplish its purpose through social, instructional and service activities. The activities will include regular meetings, special projects, speakers and other activities proposed by its members.

## **YOUNG REPUBLICANS**

The Young Republicans is affiliated with the State College Council Young Republicans. The goal of the club is to stimulate interest in college students for political activities and governmental affairs from a Republican viewpoint.

## HONORARY ORGANIZATIONS

### ALPHA BETA ALPHA

The Alpha Pi chapter of Alpha Beta Alpha, a national undergraduate honorary fraternity for Library Education majors, was organized and installed in 1970. Its purposes are to further professional knowledge, to promote fellowship, to provide wholesome recreation and entertainment, and to serve as a recruiting agency for librarianship.

### ALPHA PSI OMEGA (Dramatics)

Alpha Psi Omega is a national honorary dramatics fraternity. It provides an honor society for those doing a high standard of work in dramatics. As students participate in departmental productions they are awarded points which qualify them for election to membership in the fraternity. Students must also be active members of Players.

### CWENS

CWENS, a national honorary service organization is represented by an active chapter on the MSC campus. Founded as Swannes in 1969, the colony achieved recognition by the national leadership in the ensuing year. Women are invited to membership at the termination of their freshman year on the basis of their scholarship, leadership, service, and interest. Members, in their sophomore year, serve the college community in a voluntary capacity in many respects, with particular emphasis on welcoming and orienting incoming freshmen.

### DELTA PHI ALPHA (German)

Delta Phi Alpha is a national German honorary fraternity which seeks to recognize excellence in the study of German and to provide an incentive for higher scholarship. In order to qualify for membership a student must have a minimum of two years of college German or its equivalent with the attainment of sophomore standing. In addition, a student must have a minimum of 3.0 in his German courses and at least a 2.4 in all courses of study. He must also indicate a continued interest in the study of German language and literature. Delta Phi Alpha is now offering a \$50 award to the junior or sophomore who most exemplifies the ideals and standards set forth by the members of this fraternity.

### DELTA TAU GAMMA

Delta Tau Gamma is an honorary service fraternity. Its purpose is to join together students of the campus who have by past service



to the College proven themselves worthy of honor and who will, by virtue of this association, continue to provide further service to the college community.

### **GAMMA THETA UPSILON (Geography)**

Gamma Theta Upsilon is an honorary national professional fraternity. Membership is open to both men and women students who have completed at least six semester hours in geography, and who have declared an interest to major in geography, and who have an overall scholastic average of at least 2.0. It seeks to recognize ability and accomplishment in the field of geography and to promote geographical education.

### **KAPPA DELTA PI**

Kappa Delta Pi, an Honor Society in Education, aims to encourage high professional, intellectual, and personal standards and to recognize outstanding contributions to education. To this end it invites to membership such persons as exhibit commendable personal qualities, worthy educational ideals, and sound scholarship.

Juniors having six and Seniors having twelve semester hours of education and who rank in the upper quintile of their class are eligible to be considered for membership. It is a distinct honor and a recognition of educational achievement to be invited to join Beta Rho Chapter of Kappa Delta Pi.

### **KAPPA OMICRON PHI (Home Economics)**

Kappa Omicron Phi is a national honor society with membership in the Association of College Honor Societies. The first chapter was founded December 11, 1922 in Maryville, Missouri. Alpha Beta Chapter was founded in August, 1948. To be eligible, a home economics student must have completed eight semester hours in home economics and be in the top twenty percent of her class. The purpose of this honor society is to further the best interests of home economics.

### **PHI SIGMA PI**

Phi Sigma Pi, a national honorary fraternity for men, is the oldest fraternity guiding Mansfield State College men and serving the college.

Its ideals are character, knowledge, and fellowship. Membership to this national honorary fraternity is by invitation only and is limited to outstanding undergraduate male scholars of superior scholastic, professional, and social standing who have completed at least one semester in residence, obtained a 2.85 average, and whose ideals are similar to the fraternity as a whole.



## **PI DELTA PHI**

Pi Delta Phi is a national French honorary society. It recognizes excellence in the study of French and promotes the study of French culture. In order to qualify for membership, a student must have a B average in French, an overall scholastic average of 2.7; and he must have completed Intermediate French 202. The Epsilon Kappa Chapter of Pi Delta Phi seeks to encourage further study of France and its language.

## **PI KAPPA DELTA**

This national honorary awards membership to any regular college student who participated in intercollegiate debating or individual speaking contests. The goal of the organization is to further the interests of intercollegiate speaking activities and to award those who engage in these speaking activities.

## **SIGMA DELTA PI**

Those students who have completed **Survey of Spanish Literature**, have maintained a 2.75 overall QPA and a 3.0 in Spanish are eligible for the Eta Theta Chapter of the national honorary fraternity, Sigma Delta Pi. Sigma Delta Pi encourages further study of the language and culture.

## **SIGMA ZETA (Math-Science)**

Sigma Zeta is a national honorary science and mathematics society. Those of sophomore standing who have achieved a 3.00 average in their math or science major and a 2.75 overall, and also have taken a total of 15 credits in the sciences, are eligible for active membership.

Graduate students in the sciences are eligible for graduate membership providing they have good academic standing. Math and science professors are eligible for honorary membership and are encouraged to join.

Sigma Zeta seeks to encourage high scholarship, and to promote further interest in science and mathematics.

## **RELIGIOUS ORGANIZATIONS**

### **CAMPUS MINISTRY**

Campus Ministry is a developing ecumenical Christian ministry for the entire college community with offices located in Room 311, South Hall.

The purpose of the Campus Ministry is to provide for students

and faculty a nucleus for dialogue, communication, counseling, study action and other diversified types of ministry which emerge out of the needs and interests of the campus community.

The active campus ministers are Rev. Alan Conlan, Rev. George Booth, Rev. Roger Kuhn, and Rev. Richard Brenneman.

### **INTER-VARSITY CHRISTIAN FELLOWSHIP**

Inter-Varsity Christian Fellowship is an organization open to all students and faculty members who are interested in a campus outreach through an intellectual approach to Bible studies, prayer, evangelism and fellowship. Meetings, where open discussions are encouraged, are held every Monday night at 7:00.

### **KAPPA PHI**

The Kappa Phi Club is organized to form a closer association among Christian women students; to make among student women more effective and sufficient work, to encourage expression of Christian commitment through service to campus, community, and the society at large; and to provide religious training and wholesome social life.

### **LUTHERAN STUDENT ASSOCIATION**

The Lutheran Student Association seeks to involve Lutheran students in cooperative Christian ministry both on and off campus. Sunday worship services are held at 10:15 a.m. at Trinity Lutheran Church in Wellsboro. Transportation is available from the South Hall parking lot at 9:40. Rev. Roger E. Kuhn is the pastoral advisor.

### **NEWMAN ASSOCIATION**

The Newman Association of Mansfield State College is dedicated to fostering a Catholic culture and fellowship among the students on the campus. It is especially concerned with the spiritual, intellectual and social interests of the student body and works to foster student life in all these areas in a deeper, more personal, and more Christian way. It is open to all the students of the campus.

The Association is a member of the National Catholic Newman Federation and the Pennsylvania Newman Federation.

### **SIGMA THETA EPSILON**

Sigma Theta Epsilon is a Methodist related fraternity which offers the benefits of social, service, and religious activities. The fraternity is open to all men of Methodist preference who have a 2.0 cumulative average. The fraternity was nationalized in March, 1968.

## **SOCIAL FRATERNITIES AND SORORITIES**

### **THE INTER-FRATERNITY COUNCIL**

The I. F. C. is composed of the social fraternities at Mansfield State College. It shall serve as the governing body for the fraternity system on the campus and shall promote the interests of both the college and the fraternity system. Its basic objective shall be to insure cooperation between fraternities and the college administration.

### **PANHELLENIC COUNCIL**

Panhellenic Council consists of 3 delegates from each of the four sororities on campus. Its purpose is to serve as the governing body of the sororities, coordinating sorority functions and supervising all rushing procedures. Panhellenic Council strives to promote better intersorority relationships in accordance with the college administration.

### **LAMBDA CHI ALPHA**

The ideals of the Mansfield State College chapter of Lambda Chi Alpha are to promote integrity, honor, service and brotherhood among men. As does a Greek Paedagogus, we are devoted to developing a well-rounded personality in an atmosphere of friendliness.

Any male student who is a second semester freshman and has an overall cumulative average of 2.00 may pledge Lambda Chi Alpha.

### **PHI SIGMA EPSILON**

Phi Sigma Epsilon, M. S. C.'s first national social fraternity, was started here in 1962. The ideals of the fraternity are: scholarship, religious responsibility, financial responsibility, fraternalism, citizenship, and social leadership.

To pledge Phi Sigma Epsilon, young men must be at least a second semester freshman and have a 2.0 average. Attendance at our smokers would prove a gratifying experience.

### **PHI SIGMA KAPPA**

Phi Sigma Kappa is the 3rd national fraternity on the Mansfield State College Campus and was founded in 1873. The responsibilities of this fraternity are to promote brotherhood, stimulate scholarship, and develop character. The requirements to pledge this fraternity are a 2.00 cumulative average and be at least a 2nd semester freshman.

### **SIGMA TAU GAMMA**

Gamma Alpha chapter of Sigma Tau Gamma national fraternity was installed in February of 1965. Its purpose is to promote social,

cultural, scholarly, recreational and benevolent fraternal relations for Mansfield State College and for the members of this organization. In promoting these ends, this organization holds the ideals of manhood, brotherhood and citizenship in high regard.

Any male student of good moral character who is regularly enrolled in courses leading to a degree at Mansfield State College with an academic average of 2.00 and a class standing of second semester freshman or above is eligible for initiation into this fraternity.

### **TAU KAPPA EPSILON**

Nu Tau Chapter of Tau Kappa Epsilon Fraternity was installed as the fourth National Fraternity at M.S.C. on March 20, 1971; one of over 320 active national chapters. Nu Tau Chapter had been a T.K.E. colony since April 15, 1969.

Our ideals emphasize the character and worth of the individual, our insistence that the first loyalty should be devoted to education and to the educational institution, and our aspirations for a highly democratic organization. T. K. E. is known as "the Fraternity for Life".

To be eligible for membership men must have a 2.00 average and be at least second semester freshmen. The fraternity house is located at 19 College Avenue in Mansfield. All interested men are welcome at any time.

### **ALPHA SIGMA ALPHA**

Alpha Sigma Alpha, installed on Mansfield's campus on May 16, 1970, formerly the local sorority Chi Psi Omega. Delta Epsilon Chapter is a social sorority striving toward lasting friendships, development of womanly character and to the upholding of high standards. The aim of this sorority is to promote development physically, intellectually, socially, and spiritually. Membership is open to upperclassmen and second semester freshmen with a 2.00 cumulative average.

### **ALPHA SIGMA TAU**

Alpha Xi Chapter of Alpha Sigma Tau is the first national social sorority to be established on Mansfield's campus. Installed May 2, 1965, its aims are to promote the ethical, cultural and social development of its members.

Membership is limited to second semester freshmen and upperclassmen with an academic average of at least 2.0 and no record of social probation.

### **DELTA ZETA**

Iota Theta chapter of Delta Zeta was formally installed on Mansfield's campus March 12, 1966, bringing with it the need for a National



Panhellenic Council. The object of this sorority is to unite its members in the bonds of sincere and lasting friendships, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members, and to develop plans for guidance and unity in action; objects worthy of the highest aim and purpose of associated effort.

It is preferred that any girl with a class standing of a second semester freshman or above, wishing to pledge Delta Zeta, have an academic average of a 2.2, and no record of social probation.

### **ZETA TAU ALPHA**

The Eta Epsilon Chapter of Zeta Tau Alpha was installed on the Mansfield campus on February 27, 1972 after one year of colonial status and one year as the local social sorority SAGE. The goals of Zeta sisterhood are reached through the striving for a nobler womanhood through the endeavors of scholarship, social service and friendship.

Any girl with a class standing of second semester freshman or above is eligible to pledge Zeta Tau Alpha if she has achieved an academic average of 2.0 or above.

## **MUSICAL ORGANIZATIONS**

Membership in musical organizations is open to all qualified students, regardless of curriculum.

### **BANDS**

#### **Concert Wind Ensemble**

A band limited in membership by audition, the group presents concerts on campus and makes an annual tour of two or three days.

#### **Symphonic Band**

Formed after the football season, this band studies a wide variety of band literature and presents concerts on campus.

#### **Varsity Band**

Formed after the football season, this band offers an opportunity for those musicians with more limited ability to participate in a performing organization. Concerts are given each semester.

#### **Mountie Marching Band**

The Marching Band plays for all home football games, college parades, and selected off-campus games.



### **Stage Band**

Both a professional and instructional activity, the 20-piece band, known as the "Esquires", rehearses twice each week, plays for college dances and concerts, and fills outside engagements.

## **CHORUSES**

### **Concert Choir**

Membership is limited to 48 voices. In addition to presenting a concert each semester and joining with the other choruses for the annual choral festival, the choir takes an annual tour of two or three days.

### **Festival Chorus**

A mixed chorus of sophomore, junior and senior students providing opportunity for experience with and study of great choral literature. The Chorus presents a concert each semester and joins with the other choruses for the annual choral festival.

### **Freshman Chorus**

A mixed chorus required of all Freshman music majors, but open to all students. The chorus presents a concert each semester and joins with the other choruses for the annual choral festival.

## **ORCHESTRAS**

### **College-Community Symphony Orchestra**

Provides an opportunity to participate in the performance of standard symphonic literature. The orchestra presents a concert each semester, accompanies outstanding student soloists, participates in the annual choral festival, and takes a short tour each year.

### **Training Orchestra**

A string orchestra which provides orchestral training experience for players with limited ability.

## **OPERA WORKSHOP**

Opera Workshop is a group which studies and performs operatic and musical comedy scenes chosen according to the abilities of the students in the workshop. Full-scale musical comedy productions are done in conjunction with the Department of Speech Communication and Theatre. Students are given the opportunity, under supervision, to perform in, musically direct, coach, accompany, conduct, and stage-direct various scenes.

## CAMPUS MEDIA

### THE CARONTAWAN

The Carontawan is the College yearbook published by interested students on campus and serves as a way to influence public opinion of the college. No previous experience is required for staff members and the organization meets weekly in 215 Memorial Hall.

### CONCEPTION

**CONCEPTION**, the student literary magazine, is a collection of the best student poetry and fiction written at MSC and submitted for publication during the previous year. Prizes are awarded for the most notable poem and story published in each issue.

### FALCON

The **Falcon** is a nationally distributed literary magazine edited by members of the English department, publishing the work of current American poets and fiction writers of national reputation as well as new or previously unknown writers across the country.

### FLASHLIGHT

The Flashlight is published weekly by the students of Mansfield State College. Its function is to inform the members of MSC as to what is happening within their sphere of interest.

### RADIO STATION

WNTE is a 10 watt educational FM station operating on 89.5 megacycles providing full educational and popular programming for the college and the community. The station programs originate from studios located in the basement of South Hall. WNTE welcomes new students, either experienced or interested in learning of radio operation.

## ATHLETIC ACTIVITIES

### CHEERLEADING

M.S.C. cheerleading is open to anyone who has the desire to cheer the team on to victory and who is willing to give evenings to practice and fun. The cheerleaders are made up of two separate squads—the freshman and the varsity. These girls cheer at all home basketball and football games and wrestling matches, as well as at several “away” sports events. Tryouts are held in the spring of the year for the varsity squad, while the freshmen try out in the fall after classes begin. Everyone is invited to try out.

### **"M" CLUB**

The M Club is comprised of men who have earned a varsity letter in one or more intercollegiate sports. Its purposes are to encourage wholesome living and good sportsmanship and to stimulate interest in athletics.

Among the awards given by the M Club are the varsity letter, M Club pins and lifetime membership to qualifying athletes.

### **WOMEN'S ATHLETIC ASSOCIATION**

The Women's Athletic Association provides facilities to create and to develop interest in athletic and recreational activities which have a carryover value for worthy use of leisure time. Membership is open to all women students. It is a very active organization which operates solely in the interest of the women students.

# STUDENT GOVERNANCE AND COLLEGE JUDICIAL SYSTEM

## STUDENT GOVERNANCE AND COLLEGE JUDICIAL SYSTEM

Greater student participation in direction of their own affairs has been one of the most important developments recently at Mansfield State College. Greater student participation means that each student assumes more responsibility for his proper action, conduct and thinking which accompanies the privilege of directing their own affairs. The broad basis for the student government program at Mansfield State College is based on the Student Government Association. All Mansfield students are automatically members of the Student Government Association. Monthly meetings are held for airing problems and for voting on major issues. During the monthly meetings, hearings and reports received by action of the Student Council are reported to the Student Government Association.

Through the Student Government Association a Student Council is elected to represent the Student Government Association at all college affairs. This organization meets on a bimonthly arrangement and conducts the normal business for the Student Government Association. It has a representation of a president, vice-president, treasurer, secretary, adviser and five delegates at large.

## MANSFIELD STATE COLLEGE JUDICIAL SYSTEM

### Preface

The College's educational purposes make necessary, not merely permissible, its concern with the quality of student conduct and extracurricular life. Even a narrow view of education must concede that a student's activities outside the classroom directly affect his academic capacities and learning, and that the intellectual tone of a campus is set by the character of extracurricular life. If one views education

more broadly, then it must involve the goal of developing the whole person and not just his intellect and training skills. The College thus pursues two broad aims for its students: sound intellectual and academic training and the development of mature, ethical and responsible persons sensitive to the humanity of others.

The College can best implement its proper concern for the development of the whole person by adherence to the principle of responsible student freedom: each student should have a high degree of personal freedom, coupled with an acceptance of full responsibility for his individual actions and their consequences. It is the Committee's conviction that self-development proceeds from the ability to make real choices, and that maturity grows from the intelligent use of freedom. This means, for example, that rules of conduct, sanctions and the exercise of police power should be kept to a minimum. It also means the shared assumption that each member of the College community will respect the right and integrity of others.

## **STUDENT CONDUCT — Judicial Structure**

### **The Judiciary System**

The following system of hearing boards is instituted to deal with the stated proscriptions which adversely affect the College's educational interests.

Residence Hall Judicial Board will be composed of one student from each residence hall. In addition, the All Residence Hall Council shall select three of its members to serve on the Board. The Residence Hall Judicial Board shall serve as the court of original jurisdiction in cases related to residence hall policy. A complete explanation of the Residence Hall Judicial Board is found in the constitution of the All Residence Hall Council.

### **Men's-Women's Hearing Board (MWHB)**

The Men's-Women's Hearing Board will be composed as follows: 4 male on campus members, 2 male off campus members, 4 female on campus members, and 2 female off campus members as voting members. There shall be a non-voting faculty member acting exclusively as adviser to the MWHB. The student members shall be elected by their peers;<sup>1</sup> the faculty member shall be appointed by the President of the Faculty Assembly to serve a three-year term.

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<sup>1</sup> All student members of the MWHB shall be selected by means of an election held by the Student Council. To be eligible a student shall have completed 15 credit hours of academic work at Mansfield State College. Petitions may be secured from the Office of the Vice President for Student Affairs.



### **Academic Integrity Board**

The Academic Integrity Board will be composed of the following voting members: the Vice-President for Academic Affairs or his designee, 2 faculty members appointed for one-year terms by the President of the Faculty Assembly, 2 student members appointed by the Student Council for a one-year term. A student member may be re-appointed.

### **College-Wide Appeals Board**

The College-Wide Appeals Board will be composed of the following voting members: five students appointed and ratified by Student Senate and five faculty members appointed and ratified by Faculty Council.

## **STUDENT CONDUCT — Rationale for Discipline**

The educational goals of the College include a concern for non-academic student conduct. This, we believe, can best be implemented by promoting responsible student freedom and maturity and by not confusing the College's disciplinary authority with civil law enforcement. Thus, College discipline should be limited to instances of student misconduct which adversely affect the College community's pursuit of its educational purposes; namely (1) the opportunity of all members of the College community to attain their educational goals, (2) the generation and maintenance of an intellectual and educational atmosphere throughout the College community, (3) the protection of health, safety, welfare and property of all members of the College community and of the College itself. Further, we believe that the College should make its sanctioning powers over students serve its educational goals for students, rather than promoting general police functions well represented in general law.

Specific proscriptions on student conduct which adversely affects distinct College interests or educational purposes are the following:

- (1) Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to the College.
- (2) Forgery, alteration, or use of College documents, records, or instruments of identification with intent to defraud.
- (3) Intentional obstruction or disruption of teaching, research, administration, disciplinary proceedings or other College activities, including public functions and other authorized activities on College premises.
- (4) Physical abuse of any person on College premises or at College-sponsored or College-supervised functions or conduct which threatens or endangers the health or safety of any such person.

- (5) Theft from or damage to College premises or theft of or damage to property of a member of the College community on College premises.
- (6) Failure to comply with directions of College officials acting in performance of their prescribed duty.
- (7) Violation of published College Regulations, including regulations relating to entry and use of College facilities, and any other regulations which may from time to time be enacted.
- (8) Repeated violation of published rules governing College residence halls.
- (9) Violation of civil law on College premises or in College residence halls in a way that adversely affects the College community's pursuit of its proper educational purposes, as enumerated above.
- (10) Violation of published rules of the Traffic Code.

### **STUDENT CONDUCT — Sanctions Defined**

A preliminary observation should be made. Even where violation of a College rule is established, sanctions need not in every case be imposed. Matters of extenuation should always be taken into account, along with all circumstances, in determining sanctions. No sanctions should be imposed more serious than are clearly appropriate in the circumstances.

### **HEARING BOARD SANCTIONS**

- (1) Admonition. An oral statement to the student offender that he has violated College rules.
- (2) Censure. Written reprimand for violation of specified regulation, including the possibility of more severe disciplinary sanction in the event of conviction for the violation of any College regulation within a period of time stated in the letter of reprimand.
- (3) Disciplinary Probation. Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time.
- (4) Restitution. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- (5) Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. The student may re-enroll in the College at the termination of his period of suspension without readmission.
- (6) Dismissal. Termination of student status for an indefinite period. The conditions of readmission, if any is permitted, shall be stated in the order of dismissal.
- (7) Compensation in form of work or other duties as outlined in description of sanction presented to the student.

## **Academic Integrity Board:**

Sanctions for dishonesty in academic work may range from Admonition to Dismissal from the College.

## **STUDENT CONDUCT — Judicial Proceedings**

The goal of judicial proceedings should be to develop procedural minima assuring fairness, rather than a formal replication of what obtains in civil society. When a student is brought before a hearing committee, the following requirements of procedural due process shall be observed.

- (1) No member of a hearing committee who is otherwise interested in the particular case shall sit in judgment during the proceeding.
- (2) The student shall be informed in writing of the reasons for the proposed disciplinary action with particularity, and in sufficient time to insure opportunity to prepare for the hearing.
- (3) The student appearing before a College hearing board shall have the right to be assisted in his defense by an adviser of his choice.
- (4) The burden of proof shall rest upon the officials bringing the charge.
- (5) The student shall be given the opportunity to testify and to present evidence and witnesses. He shall have an opportunity to hear and question adverse witnesses. In no case shall the committee consider statements against him unless he has been advised of their content and of the names of those who made them, and unless he has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
- (6) All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing committee. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The hearing board involved shall decide whether evidence has been properly acquired.
- (7) A full report, or transcript, or tape recording of the hearing shall be filed with the Vice-President for Student Affairs as confidential material and shall be periodically disposed of.
- (8) The decision of the hearing committee shall be final, subject only to the student's right of appeal to the College-Wide Appeals Board, or the President of the College.

## **STUDENT CONDUCT — Initiation of Judicial Proceedings**

Any academic or administrative official of the College, any member of the faculty, or any student of the College may file charge against

any student of the college for violation of all-College proscriptions. (See outlined Proscriptions.) The charges shall be filed with the Office of the Vice President for Student Affairs who shall recommend that the charges be disposed of informally or disciplinary proceedings be initiated. If all parties involved are not satisfied with informal resolution, the Office of the Vice President for Student Affairs shall send to the student charged a copy of the charge together with notice of applicable procedures that the student should be aware of. A copy of the charges shall be sent to the Chairman of the appropriate hearing board. The Chairman of the hearing board will set the time for the proceedings. In setting the time for the hearing the Chairman should consider whether the charged student has had sufficient time to prepare for the hearing.

Pending action on the charges, the status of the student or his right to be present on the campus and to attend classes shall not be altered. Exceptionally, for reasons relating only to the demonstrated danger to the safety and well-being of the charged student, or for reasons relating only to the demonstrated danger to the safety and well-being of students, faculty, or College property, the charged student may be advised by the Vice President for Student Affairs, pending consideration of the case, that his removal from Campus would be in his own best interest and/or the best interests of the College community. Such advice shall be made before witnesses and the charged student's parents shall be informed of the advice given.

When a student is charged with misconduct regarding cheating as outlined in the stated proscriptions, the faculty member involved shall have the option of disposing of the charge informally or of initiating Academic Integrity Board proceedings. The procedure for the latter shall be as follows: the charges shall be filed with the Vice President for Student Affairs and the Vice President for Academic Affairs by the faculty member concerned after consulting with his department chairman. Both the faculty member and the department chairman shall appear at the hearing and may make recommendations, but they shall have no vote.

## **STUDENT CONDUCT — Appeals**

A student found guilty of misconduct by either the MWHB, or the AIB may file an appeal from the decision of the hearing board within twenty-four hours to the Chairman of the College-wide Appeals Board.

The appeal shall be limited to a review of the full report of the hearing board for the purpose of determining whether the board acted fairly in light of the charges and evidence presented at the hearing. The College-wide Appeals Board may accept the report without modification, may accept the report subject to a specified reduction in the sanction imposed, or dismiss one or more of the charges entirely.



The right to appeal to the President of the College is stated under the heading "Judicial Proceedings."

Further, a student may petition the original hearing board for a new hearing upon discovery of new evidence.

Any person who is being charged, or who has had concluded decisions at hearing boards, administered as a result of charges being acted upon, and who willfully and with intent to physically, verbally, or in any other manner create actions detrimental to the physical and mental well-being of those involved directly in a case, shall, upon charges being brought by those judicial members or defendants being subjected to such actions, appear before the Vice-President for Student Affairs and proper actions and decisions be rendered to rectify said situation.

## **RULES OF PROCEDURE FOR HEARING BOARDS**

### **Article I**

#### **Section 100 Notice**

In any action or proceeding before the hearing boards, notice must be given to the party against whom such action or proceeding is brought.

I. Notice must be given in the form of a written complaint, signed by the complaining party, which shall specify in complete form:

1. The approximate time, place, date, and identification of the conduct or violation of the college rules complained of.
2. All the facts necessary and relevant to enable the party complained of to be informed of the charge against him.
3. Notice must be given of the rights of any party before the hearing boards.

II. Written notice of the time, date, and location of the hearing to be held on any complaint shall be given concurrently with the notice required by paragraph I of this section on either a separate form or upon the face of the complaint. Such notice shall also contain notice that failure to appear without excuse deemed sufficient by the hearing board may result in recommended suspension pending appearance.

III. Traffic Offenses. In any traffic offense, the ticket shall function as the complaint required by paragraph I, and shall conform to all its requirements.

#### **Section 101 Service**

In any action or proceeding before the hearing boards, service of notice shall be affected by registered mail, (with return receipt requested) or upon the person directly.



## **Section 102      Time**

Commencing from the date of service, the party upon whom such notice is served shall be afforded five (5) days before the commencement of any action or proceeding before the hearing boards. The time required by this section may be waived by either party upon submission of written request for an earlier or later hearing. Notice of new time and place of hearing shall be sent to the party complained of as provided in section 100.

## **Article II**

### **Section 200      Commencement of an Action**

All action, excluding appeals, shall be heard by the hearing boards by way of a signed complaint. An action shall be commenced by filing such complaint with the Office of the Vice President for Student Affairs, which shall be responsible for complying with the sections governing service and time.

A. In all cases where the hearing boards have original jurisdiction, the complaint shall be filed with the appropriate hearing board. The student appearing before a College hearing board shall have the right to be assisted in his defense by an advisor of his choice. Legal counsel is permissible if the sanction being sought is a suspension for a semester or more.

## **Article III**

### **Section 300      Hearings**

I. In any hearing before the hearing boards, where the charge is a violation of college rules, the party complained of shall have all the protections guaranteed in the Bill of Rights of the Constitution of the United States.

II. The burden of Proof in any hearing or proceeding before the hearing boards, lies with those instituting the complaint. In any case wherein the charge is a violation of a regulation of student conduct, the charge must be proven beyond a reasonable doubt. In the case of a violation of traffic regulations, the violations must be proven by substantial evidence.

III. Both parties to any action or proceeding before the hearing boards shall have the right of cross examination of witnesses who testify, and shall have the right to submit evidence in rebuttal. The court shall have the right to question witnesses.

IV. The hearing boards may take note of facts which are not reasonably disputable. However, when the hearing boards take such notice, it shall notify both parties and allow them to supply any addi-

tional fact or aid the court in any proper manner. The hearing boards may take such notice of any decisions of its courts, the hearing boards, or any other court within the Commonwealth of Pennsylvania. (This procedure, known as judicial notice, makes it possible for the hearing boards to accept some facts without proof. For example, it is generally known that stop signs are red in color and octagonal.)

V. The hearing boards may rule on objections and motions at the time they are made. However, they may reserve decision on an objection or motion, require it be reduced to writing, and order the proceeding to continue. (Example: At the outset of a hearing, the defense may move to adjourn the hearing, claiming lack of evidence, etc. The hearing board would ask to reserve judgment on the motion until they had additional information.)

VI. In all cases the party complained of shall have the right to be confronted by his accusers. In traffic violation cases, the party complained of shall only have this right, when the testimony of the Security Office is necessary, in the opinion of the board, to the decision of the case.

### **Section 301      Conduct of the Hearing**

I. The Vice President for Student Affairs' Office shall designate one of its members who shall present complaints brought in the name of the College.

II. Complaints brought by members of the college community, other than the Office of the Vice-President for Student Affairs, shall be personally presented by the party or a person of his choice.

III. Prior to any session of the hearing boards, the Vice-President for Student Affairs' Office shall provide only such information as is necessary for the hearing boards to understand the nature of the complaint. In no case, shall any member of the hearing boards read any record of the student complained of.

IV. In the presence of all parties, the hearing boards shall read the complaint, and request the party complained of to state whether he wishes to enter a plea of guilty or not guilty.

A. Upon a plea of not guilty, the prosecution must present its evidence. The party complained of shall then have an opportunity to question the evidence presented and to present his evidence.

V. After hearing all the evidence, the court shall make a finding of guilt or innocence solely upon the evidence presented.

VI. A member of the hearing boards must at any time withdraw from any procedure if he deems himself disqualified for personal bias or otherwise. After showing just cause, either party to the dispute may request that a member of the hearing board be withdrawn.

VII. The hearing board shall have the power to request for testimony such persons or papers essential to the finding of a fair and just decision.

VIII. The chairman of the hearing board shall be responsible for room decorum.

IX. Members of the hearing boards, counsel, and others directly involved in the case under consideration, shall be attired in a proper manner, while in the hearing room.

X. Any person who commits an action in the presence of the hearing board, which interrupts the proceedings of the board, and any person who refuses to comply with a reasonable order of the board, can, at the request of the chairman, be removed from the hearing room.

XI. Meetings of the hearing boards shall be open. However, either party may request that the hearing board declare the hearing room closed. If such request is made, the meeting of the hearing board will automatically become closed.

## **Section 302      Decision**

I. After the presentation of all the evidence, the members of the hearing boards shall request the withdrawal of all parties, at which time the hearing board shall make its decision.

II. In all cases before the hearing boards, a vote of the majority of the members present shall be required to find for guilt of the complaint charged. The hearing boards must convene and act with a quorum of two-thirds of its members present.

III. After a decision is reached, it shall be read to the party complained of. In cases of student conduct in violation of the rules of the college, the parties shall be informed of their right of appeal to the next higher hearing board. A written copy of the decision shall be sent to all parties.

IV. Any member of the hearing board who wishes to submit a signed dissent in writing to any decision of the court, may do so. Such dissent shall accompany the decision and shall likewise be sent to all parties.

## **Section 303      Sentence**

After reaching a decision of guilty, the hearing board shall call the accused before it and listen to any arguments relevant to determination of the penalty. It shall also, at this time, examine the record of the party and require testimony of him as to any other college offenses of which he has been found guilty. The hearing board shall then impose a penalty, suspend a penalty, or determine a penalty, as justice may require.

## **Article IV**

### **Section 400 Evidence**

I. All matters upon which the decision may be based must be introduced into evidence at the proceeding before the hearing board. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The hearing board involved shall decide whether evidence has been properly acquired.

II. Except as provided in paragraph I of this section, the hearing board may admit and give **probative effect** to evidence which is deemed by them to be relevant. It may exclude incompetent, irrelevant, immaterial or unduly repetitious evidence. (Probative effect refers to facts that tend to prove.)

III. All claims of privileged communication recognized by law shall be observed. (Example: counselor-student communication; physician-student communication; minister-student communication.) Such communication shall not be used as evidence in the court.

IV. No evidence taken in violation of any right guaranteed by the United States Constitution or in violation of any commonwealth or federal law, shall be admissible.

## **Article V Appeal**

### **Section 500 Right to Appeal — By Whom**

I. Any party who has been found guilty as the final judgment of any hearing board, shall have the right of appeal.

### **Section 501 Discretion to Hear Appeal**

I. The Men's-Women's Hearing Board, or the College Wide Appeals Board, shall review all petitions of appeal. It shall be the discretion of the Hearing Boards upon reviewing the written records, audio-tapes, or any other documents pertinent to the case where the appellant charged was found guilty by final decision of the judicial tribunal in the case of original jurisdiction, or where the personal rights of the party charged were violated, to grant or deny the right to have the appeal heard. The defendant may be present as well as the prosecution to hear any decision of a board.

### **Section 502 Appellate Tribunal**

I. The Men's-Women's Hearing Board shall serve as the appellate tribunal to hear appeals from the final judgment of the Elections Court, and from the final system of courts governing the college residence halls.



II. The College Wide Appeals Board shall serve as the appellate tribunal to hear appeals from the Men's-Women's Hearing Board or the Academic Integrity Board.

III. Appeals from the judgment of the College Wide Appeals Board, may be made to the President of the College.

### **Section 503      Taking an Appeal**

I. Any party as defined in paragraph I, section 500 of this article may take an appeal by filing an appeal form, properly completed, with the Office of the Vice-President for Student Affairs, who shall acknowledge receipt of such appeal on a written form. The Vice-President for Student Affairs' Office shall then notify the appropriate appellate tribunal. No appeal shall be heard by any appellate tribunal unless such appeal form is filed within the time allowed by this article, or an excuse deemed sufficient by the appellate tribunal for the failure to file is presented.

### **Section 504      Time**

I. In the case of an appeal from any hearing board, the time allowed for filing an appeal form shall be 3 calendar days, after a decision is handed down by a board.

### **Section 505      Appellate Board Time Notice**

I. Upon receipt of the appeal form from the Office of the Vice President for Student Affairs, the appellate board shall meet as soon as practicable to hear the appeal. The secretary of the appellant Board shall notify all concerned parties, including the Vice-President for Student Affairs' Office, in writing, of the day, hour, and place arguments will be heard.

II. The appellate board shall also notify the appellant concurrently with the notice contained in paragraph I of this section of his right at the hearing of appeal.

### **Section 506      Appellate and Trial Board — Responsibility for Cases on Appeal**

I. For purposes of this article, the trial court shall be defined as the board which first heard the case which is being appealed and which entered final judgment of guilt.

II. For purposes of this section the appellate board shall be defined as any board which has appellate jurisdiction and from which an appeal is taken to a board of higher appellate authority.

III. The Academic Integrity Board shall serve as the board of original jurisdiction in cases involving academic honesty.



IV. In the case of an appeal from the decision of a trial board, the appellate board shall, upon receipt of an appeal form, send written notice to the trial board to produce the record of the matter as required by Article VI. If the trial board fails to produce said record the appellate board shall either dismiss the original complaint or grant **de novo** review (review the case in its entirety).

V. In the case of an appeal from an appellate board, the next higher appellate body shall notify the appellate board in the first instance, upon receipt of the Appeal form, to produce the record of the trial board and the record of the proceeding on appeal heard by that board. If the trial board fails to produce said record, the appellate board shall either dismiss the original complaint or grant **de novo** review.

VI. The appellant board shall have the discretion to either dismiss the original complaint, uphold the decision of lower board, or grant **de novo** review.

#### **Section 507      Review of Appeal**

I. In general, review on appeal shall be limited to a consideration of the evidence presented before the trial board as defined in section 506 of this article. The appellate board shall only consider those errors pointed out by appellant in his appeal form. This paragraph shall control except as provided in this section.

II. For purposes of this section, **de novo** review shall be defined as trial in the first instance by the appellate board. However, the appellate board shall have discretion to consider the records of the board below.

III. In any case, where the sanction being appealed is suspension or dismissal, a **de novo** review may be given.

#### **Section 508      Rights of Appellant at Hearing of Appeal**

I. In any case where **de novo** review is given as defined by section 507, the appellant shall have all the rights as if this were a trial in the first instance. These shall be all the rights as defined in Article III and Article IV of the Rules of Procedure.

II. In all other cases the appellant shall have the right to be present at the hearing of the appeal and to present arguments himself or through the person of his choice.

#### **Section 509      Rights of Respondent on Appeal**

I. The respondent in any case on appeal shall have the right to be present at the hearing of appeal and to present arguments himself or through a person of his choice.

II. In any case where **de novo** review is given as defined by

Section 507, the respondent shall have all the rights as if this were a trial in the first instance. These shall be governed by Article II and Article IV of the rules of procedure.

### **Section 510      Conduct of Hearing Appeals**

I. In a case where **de novo** review is provided for as defined in Section 507 of this article, the conduct of the hearing shall proceed as if this were a trial in the first instance. The hearing in this case shall be governed by Section 301, Article III of the rules of procedure.

II. In all other cases the conduct of the hearing shall proceed as follows:

1. The appellant or his representative shall present his arguments.
2. The respondent shall follow the appellant and present his arguments or through his representative. (The length of the argument shall be determined by the Board.)
3. The appellant shall then present any rebuttal argument.
4. The respondent shall then follow and present any rebuttal argument.

III. The appellate justices may at any time question the petitioner on any relevant point.

### **Section 511      Decision**

I. After the hearing of an appeal in which **de novo** review is accorded, the procedure shall be governed by Article III Section 302 of the rules of procedure.

II. In all cases, after the argument, the parties shall withdraw and justices may deliberate or wait the period of time provided in this section.

III. A decision must be rendered in writing within five (5) days from the time of argument.

IV. Any appellant whose conviction is affirmed shall be notified at the time of decision of his right of further appeal.

### **Section 512      Discretion for Referral**

I. The appeal board shall not refer cases back to the original board of jurisdiction.

### **Section 513      Traffic Offenses**

I. The Traffic Board shall function as trial court in the first instance and all appeals for a hearing before them shall be governed by the rules of procedure therein established.

II. By classifying this as an appeal no presumption of guilt shall be created.

III. An appeal from the decision of the Traffic Board shall not be of right, but shall be at the discretion of the Hearing Board. Only in the case where the sanction imposed is a loss of driving privileges, shall appeal be as of right. (Decisions involving fines cannot be appealed.)

IV. If appeal is granted by the hearing board the review shall be limited to the evidence presented at the trial (the trial being the Traffic Board).

V. The decision of the hearing board shall be final on all appeals granted. No further right of appeal shall be granted.

## **Article VI      Records**

### **Section 600**

I. Only hearing boards have the right to maintain written records or recording devices.

II. In any hearing or proceeding before a hearing board, the secretary of justices shall make a summary record noting all pertinent matter, names of witnesses, objections, ruling which shall be in a sufficiently comprehensive form to be reviewed upon appeal.

III. In any hearing before the hearing board, the secretary shall make a summary record of all testimony and proceedings by writing or any other method.

IV. In any case on appeal where **de novo** review is granted, the record shall be prepared as in Paragraph III of this section.

V. The records of all hearing boards shall not be public records. They shall only be read by authorized persons designated by the Vice-President for Student Affairs. All matters therein contained shall be regarded by those privileged to examine it, as confidential. It shall be grounds for impeachment for any justice to reveal any matter in any record.

VI. All records shall be retained for a reasonable period of time, not to exceed four years.

VII. All records shall be kept in an area designated by the Office of the Vice-President for Student Affairs.

## **RULES AND REGULATIONS FOR THE MAINTENANCE OF PUBLIC ORDER**

### **TITLE I**

**Section 1. Statement of Purpose.** The following rules are adopted by simple majority vote of the Non-Instructional Employees Council, the Faculty Assembly and the Student Council. The following are rules adopted by simple majority vote by the Board of Trustees of Mansfield State College for the self governance of the College. Amend-

ments and revisions may be made by simple majority vote of Non-Instructional Employees Council, the Faculty Assembly and the Student Council and of the Board of Trustees. All legally recognized bodies must act affirmatively in order to amend or revise these rules and regulations. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech or peaceful assembly as lawfully defined, nor the powers of the President or other officers as legislatively mandated or by common law.

**Section 2. Application of Rules.** These rules shall not repeal, supersede or preclude any other rules relating to the same subject matter except to the extent they are inconsistent therewith. Said rules shall apply to Mansfield State College. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees, and all other persons, whether or not their presence is authorized, upon the campus or related territory of Mansfield State College, used in its activities including but not limited to teaching, housing, research, administrative, service, cultural, recreational, athletic or other programs and activities.

**Section 3. Prohibited Conduct.** No person, either singly or in concert with others, shall:

- (a) Intentionally or knowingly cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.
- (b) Physically restrain or detain any other person nor remove such person from any place where he is authorized to remain.
- (c) Wilfully damage or destroy real or personal property of the Commonwealth of Pennsylvania or real or personal property of students, faculty, or associations of persons, or remove or use such property without authorization.
- (d) Without permission, express or implied, enter into any private office of an administrative officer, member of the faculty or staff member.
- (e) Enter upon and remain in any building or facility for any purpose other than its authorized uses or to enter or remain in a building or facility in such manner as to obstruct its authorized use by others.
- (f) Without authorization, remain in any building or facility after it is lawfully closed.
- (g) Refuse to leave any building or facility after being lawfully required to do so by an authorized administrative officer.
- (h) Intentionally or knowingly obstruct the free movement of persons and vehicles in any place to which these rules apply.



- (i) Intentionally or knowingly disrupt or prevent the peaceful and orderly conduct of authorized and legal assemblies, or intentionally or knowingly interfere with the freedom of any person to express his views, including invited speakers.
- (j) Knowingly have in his possession upon any premises to which these rules apply, deadly weapons of any nature, including Molotov cocktails, bombs, explosives, or incendiary devices, without the written authorization of the President or his designee whether or not a license to possess the same has been issued to such person.
- (k) Wilfully and successfully solicit, request, command, importune, or otherwise attempt to cause others to commit any of the acts herein prohibited with specific intent to procure them to do so.

**Section 4. Freedom of Speech and Assembly; Picketing and Demonstration.** No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled with others for such purpose. Peaceful picketing and other orderly demonstrations will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

#### **Section 5. Procedure.**

- (a) The President or his designee shall inform any licensee or invitee who shall violate any provisions of these rules that his license or invitation is withdrawn and shall direct him to leave the campus or other property or facility of the institution. In the event of his failure to do so, such officer shall cause his ejection from such campus or property or facility.
- (b) In the case of any other violator, who is neither a student or faculty or other staff member, the President or his designee shall inform him that he is not authorized to remain on the campus or facility or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so, such officer shall cause his ejection from the campus or property or facility. Nothing in this paragraph shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass, loitering or other offenses as prescribed in the penal law of the Commonwealth of Pennsylvania.
- (c) In the case of a student, charges for violation of any of these rules may be presented and shall be heard and determined



in the manner established by Mansfield State College for the disposition of charges which may lead to expulsion.

- (d) In the case of a faculty member having probationary or tenured appointment, charges of misconduct in violation of these rules shall be made, heard and determined in accordance with the tenure policies adopted by the Board of Trustees.
- (e) In the case of any staff member who holds a position in the classified Civil Service, described in the Civil Service Act, charges of misconduct in violation of these rules shall be made, heard and determined as prescribed in that act.
- (f) Any other faculty or staff member who shall violate any provision of these rules shall be dismissed, suspended, or censured by the appropriate authority prescribed by the policies of the Board of Trustees.

**Section 6. Penalties.** Any persons violating these rules shall be subject to penalty, viz:

- (a) If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn upon direction of a lawfully authorized administrative officer. In the event of his failure or refusal to leave the campus or property, he shall be subject to ejection upon order of said administrative officer.
- (b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection upon order of an authorized administrative officer.
- (c) If he is a student and an authorized administrative officer invokes the provisions of this act, he may be subject to temporary suspension, reprimand or warning, and, after appropriate hearings, to dismissal or such lesser disciplinary action including suspension, probation, loss of privileges, fine, restitution, reprimand or warning as the facts of the case may warrant. Charges shall be laid by the Vice-President for Student Affairs before the Men's-Women's Hearing Board in the case of an undergraduate student of Mansfield State College. Charges against graduate students shall be laid by the Vice-President for Student Affairs before the College-Wide Appeals Board as court of original jurisdiction.
- (d) If he is a faculty member charged with misconduct of the Civil Service, described in Section 741.3 of the Civil Service Act (State Government, 71 p. s. Section 741.3), an authorized administrative officer invokes the act, he may be charged before the appropriate Civil Service body prescribed in said Act.

- (f) If he is a staff member other than one described in paragraphs (b) and (e), and is found guilty, be subject to dismissal or such lesser disciplinary action as the facts may warrant after appropriate hearing procedures before the President.

**Section 7. Enforcement Program.** The President shall be responsible for the enforcement of these rules and other administrative officers shall be herein authorized to take action in accordance with these rules when required or appropriate to carry them into effect.

It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any manner affecting them in their relations with the institution. In the case of any **prima facie** violations of these rules by such persons, which in the judgment of the President, or the appropriate administrative officer, and the violation does not pose any immediate threat of injury to person or property, such officer shall make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to cease and desist and to resort to reasonable and lawful methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, with consequences and they include ejection from any premises of the institution where their continued presence and conduct is in violation of these rules.

In any case where violation of these rules does not cease after such warning and in other cases of wilful violation of these rules, the President or the appropriate administrative officer shall cause the ejection of the violator from any premises which he occupies in violation of these rules and shall initiate disciplinary action as hereinbefore provided.

The President or the appropriate administrative officer may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules and he may request the legal counsel of Mansfield State College to apply to any court of appropriate jurisdiction for an injunction to restrain the violation or threatened violation of these rules.

**Section 8. Appropriate Administration Officers: Designees of the President.** Individuals who shall be deemed to constitute appropriate administrative officers and who are deemed to be designees of the President are: 1) The Vice-President for Academic Affairs, 2) the Vice-President for Student Affairs, 3) Vice-President for Administrative Affairs, 4) Dean of the Faculty of Professional Studies, 5) Dean of the Faculty of Arts and Sciences, 6) Dean of the Faculty of Graduate Studies, 7) Dean of Students, 8) Director of Non-Instructional personnel.

Persons other than the above are not proper persons to invoke this act. In an extreme emergency, the President may designate a person other than those persons named above to invoke the provisions of this act.

**Section 9.** This act shall be known as "**The Rules and Regulations to Maintain Public Order, Mansfield State College**" and may be cited as "Public Order Act, M.S.C."

## **TITLE II**

### **Section 1. Principles.**

- (a) Mansfield State College, as a community of scholars, affirms, supports, and cherishes the concepts of freedom of thought, speech and lawful assembly. Freedom to experiment, to present and to examine alternative data and theories; the freedom to hear, to express and to debate various views; and the freedom to voice criticism of existing practices and values are fundamental rights which must be upheld and practiced by the College in a free society.
- (b) Recognizing that the education processes can include demonstration and other forms of collected expression, the College affirms the right of individuals and groups to assemble and to demonstrate on campus within the limits of the public order act. The College also affirms the right of others to pursue their normal activities within the College and to be protected from physical injury or property damage.
- (c) The College should be vigilant to insure the continuing openness and effectiveness of channels of communication among members of the College on questions of common interest. To further this purpose, a Committee on Open Expression is hereby established as a standing committee by the Office of the President. The Committee on Open Expression has as its major tasks, monitoring the communication processes, recommending policies and procedures for improvement of all channels of communication, advising administrative officers where appropriate, participating in evaluation and resolution of conflicts that may arise from incidents or disturbances on campus.

### **Section 2. Committee on Open Expression.**

- (a) The Committee on Open Expression consists of twelve members: five students, four faculty members, one non-instructional staff member and two representatives of the administration. Administrative officers as defined in Section 8 of Title I, may not be members of the Committee on Open Expression.
- (b) Members of the Committee are appointed by the President in the following manner:
  - a) student members shall be nominated from undergraduate and graduate students by a means arrived at by legally recognized representative student groups. If the students are

unable to agree upon such a procedure, and instead propose several different procedures, the President shall make an interim choice between the student proposals. Students selected by an interim process shall serve only until their peers have established a permanent selection process.

b) faculty members shall be nominated by the Faculty Advisory Council; the administration members shall be nominated by the President; the non-instructional staff member shall be nominated by the Non-Instructional Council.

c) each member shall be selected for one year. Any individual may not serve for more than two consecutive terms.

d) the chairman of the Committee shall be selected by and from the members of the Committee on Open Expression.

**Section 3. Jurisdiction.** The Committee shall have competence to consider all issues and controversies involving open expression under the public order act. The Committee functions include, but are not limited to, the following:

- (a) Reviewing administrative decisions regarding invocation of the public order act taken with prior Committee consultation.
- (b) Recommending to the Board of Trustees and other legally recognized bodies any proposals to amend or repeal the public order act. The affirmative vote of seven members is required to make such recommendation.
- (c) Advising administrative officials with responsibilities affecting freedom of expression and communication, including particularly the use of College facilities for meetings and the utilization of force to terminate a demonstration.
- (d) Mediating where possible in situations that threaten to give rise to incidents that may possibly violate the public order act.
- (e) Evaluating and characterizing incidents that have occurred both to determine whether the conduct considered as a whole, of any group, has violated the public order act, and to attempt to discover or remedy any intentional and inadvertent failures in communications that may have caused or contributed to the incident. The Committee will not act as a disciplinary body to try charges against individual persons and impose punishment, however, its interpretation of the public order act may be probative in any disciplinary proceedings that may ensue.
- (f) Adopting procedures and rules for the functioning of the Committee, varied to suit the several functions, consistent with the public order act.



#### **Section 4. Procedures.**

1. Seven members of a Committee constitute a quorum. No member may participate in the consideration or decision of an issue in which he is or may become involved.
2. The Committee can authorize subcommittees, selected from its own members, to act for the Committee in any matter except the issuance of opinions interpreting the public order act, or the making of a recommendation to amend or repeal the public order act.



# ACADEMIC POLICIES

## SCHOLASTIC STANDARDS AND REQUIREMENTS

### Academic Counsel

Students are urged to make the fullest use possible of the academic counselling available to them through their respective advisors, departmental chairmen, instructors and deans. Faculty are expected to post and keep regular office hours for this purpose.

The student should make a choice of major only after considerable thought and deliberation. Current information regarding the various fields of study offered at M. S. C. may be obtained from the Associate Vice-President for Academic Affairs or divisional deans.

### Class Standing

Class standing is determined by the total number of semester hours earned including acceptable credits transferred from other accredited colleges.

#### Lower Division (General Education)

Freshman .....	0-31 semester hours of earned credit
Sophomore .....	32-63 semester hours of earned credit

#### Upper Division (Liberal Arts or Professional Studies)

Junior .....	64-95 semester hours of earned credit
Senior .....	96 semester hours or more of earned credit

The student with 60 semester hours of earned credit while technically a part of the Upper Division is expected to make a formal application for acceptance into his division. Details regarding upper-divisional acceptance may be obtained from the Dean of Liberal Arts or the Dean of Professional Studies.

### Semester

To be considered a full-time student a minimum of 12 semester hours of work must be carried. 12 to 18 semester hours constitutes a normal student class schedule. A student desiring to carry more than 18 semester hours must obtain permission from his department chairman and meet the following:

<i>Credits</i>	<i>Quality Point Average</i>
19	2.60 or above
20	3.00 or above

## Marking and Point System

Mansfield State College employs the 4-point system in evaluating academic performance:

<i>Grade</i>	<i>Interpretation</i>	<i>Quality Points</i>
A	Excellent	4
B	Above Average	3
C	Good College Work	2
D	Passing	1
F	Failure	0
I	Incomplete	0
P*	Passing	0
F*	Failing	0
W	Withdrawal	0

Instructors may correlate percentage scores with letter grades. For such correlations the following list of equivalents is presented:

90—100=A
80— 89=B
70— 79=C
60— 69=D
0— 59=F

The quality point average (Q.P.A.) is determined by dividing the total number of quality points earned by the total number of semester hours of work attempted, excluding semester hours earned on the Pass-Fail basis. It should be noted that semester hours and credit hours are one and the same. The Q.P.A. is the index by which a student's academic standing is judged.

An "F" grade in a required course must be cleared by repeating the course. It is not to the student's advantage, however, to repeat a "D" grade.

An "I" (incomplete) grade is used to denote unfinished work because of a death in the family, illness, accident or other serious mitigating circumstances. "I" grades are given by the professor of the course in consultation with the Academic Affairs Office. The student is responsible for the removal of an "I" grade within a period of three weeks following the term in which the "I" grade was given except in cases where further mitigating situations prevail. It is expected that "I" grades given at the end of a spring semester be made up during the first three weeks of summer school. If the "I" grade is not cleared for reasons of mitigating circumstances, the Registrar shall record a final grade of "F".

In addition to letter grades, the following designations (none of which is figured in the Q. P. A.) are used in situations warranting them:

- S—Satisfactory
- U—Unsatisfactory

EX—Credit by examination

W—Withdrawal from the course after the drop-add period with the approval of the instructor and the Office of Academic Affairs.

AUD—Audited.

P\*—Passed on P/F basis

F\*—Failed on P/F basis

### **Withdrawal From or Addition of a Course**

A student may withdraw from a course during the first nine weeks of a semester without penalty. After nine weeks a "W" will be recorded on the student's record upon withdrawal from a course. Course withdrawal after the designated nine-week drop period is permitted with the approval of the Academic Affairs Office, the instructor of the course, and the student's department chairman. A statement in writing from the student's medical doctor, counselor, or close family must be substantiated by the Academic Affairs Office before a student is permitted to complete withdrawal procedures.

A student may add a course during the first two weeks of the semester.

To drop or add a course during the drop-add period, the student secures the appropriate form from the Computer Educational Center, has the form signed by the instructor of the course and by his advisor, and returns the form to the Assistant to the Office of Academic Affairs, Room 122 — Alumni Hall. No notation of a course drop will appear on the student's permanent record if he withdraws during the designated drop-add period.

A student will receive an "F" in any course from which he withdraws without approval.

### **Pass-Fail Policy**

Eight courses may be taken under the pass-fail option over the total four year matriculation period. A student may take no more than one course for pass-fail each semester with the following exceptions:

1. English 101 and 102 may not be taken for pass-fail.
2. Courses required by the major department may only be included at the option of the department.

Pass grades will be "D" or better and three failures under pass-fail will constitute loss of the option. Pass-fail courses are not reflected in the quality point average of the student, but will be counted as credits earned if a passing grade is received. The student has a two week period at the beginning of the semester to elect to take a course for pass-fail. He may not change his pass-fail option to a letter grade or select the pass-fail option after the two-week add period has passed.

### **Change of Major or Division**

Requests to change major or division must be initiated in the Office of Academic Affairs. Such requests must be initiated during the specified period well in advance of the next term in order that the application may be acted upon before the new term begins. Specific forms will be provided.

### **Petition**

Whenever any rule or regulation of the College causes an unfair hardship, the student is entitled to petition for an exception by filling out a petition form obtainable from his appropriate divisional head. Advisors will be glad to assist in the preparation of a petition. Completed forms should have the necessary signatures prior to submission to the Office for Academic Affairs.

### **Continuance in College**

To remain in satisfactory standing a student must maintain a cumulative point average of 2.0 or better. A student whose quality point average (Q. P. A.) falls below 2.0 will automatically be placed on academic probation. Except for the grade report issued at the close of each semester reflecting the student's Q. P. A. the student will not receive special notification that he has been placed on academic probation.

### **The So-Called "Old Policy" for Academic Continuance**

Students entering Mansfield State College from September 1969 until September 1972 are subject to the scholastic requirements as follows:

A freshman student (0-31 earned semester hours), who does not attain a 2.0 quality point average (Q. P. A.) at the close of his first semester (12-18 semester hours attempted) will automatically be placed on academic probation. If at the end of his second semester the student has not removed himself from academic probation he will be placed on academic probation for a third semester. At the end of his third semester if his Q. P. A. is not a 2.0 or better, the student will be dismissed from the College.

Students transferring to Mansfield State College with freshman status (0-31 semester hours) will be accorded the same consideration as the regular Mansfield State College freshman. A transfer student with 32 semester hours of transferable work who does not achieve a 2.0 Q. P. A. at the end of his first semester will automatically be on probation for one semester. If at the end of his second semester the student has failed to achieve a 2.0 Q. P. A. he will be dismissed from the College.

Any student with a Q.P.A. of a .99 or below at the close of a semester will be dismissed from the College.



If a student, after completing two or more semesters of academic work, attains less than a 2.0 Q. P. A. he will be placed on academic probation for one semester. If at the end of this semester on academic probation his Q. P. A. is still below a 2.0, he will be dismissed from the College.

One calendar year must elapse before a student who has been dismissed for academic deficiency may reapply for re-admission to the College. Any student twice dismissed for academic reasons automatically terminates his association with Mansfield State College.

### PRESENT ACADEMIC CONTINUANCE POLICY

Students entering Mansfield State College in September, 1972, or thereafter are permitted continued matriculation governed by credits **earned** with the corresponding minimum quality point average (Q.P.A.) as required by the following outline.

The grade report issued to the student at the termination of a marking period serves as the means whereby he is informed of his academic status. Students with Q.P.A.'s below 2.00 are automatically placed on academic probation for the following term.

- 0 — 18 S. H. **earned** at the end of any marking period —  
1.40 Q.P.A. or better
- 19 — 37 S. H. earned at the end of any marking period —  
1.60 Q.P.A. or better
- 38 — 56 S. H. earned at the end of any marking period —  
1.80 Q.P.A. or better
- 57 — or more earned at the end of any marking period —  
2.00 Q.P.A. or better

Having earned 57 or more semester hours (S.H.) of credit, students are expected to maintain an academic average of 2.00 or better. Should a student's Q.P.A. fall below a 2.00 at the end of any marking period in which he has earned 57 or more credits, he must remove himself from academic probation in the next marking period for which he is matriculated. If he fails to do so the student will be dismissed from the College.

Transfer students are subject to the same academic standards as those in effect for regular Mansfield students. For example, a transfer student with 18 S.H. of credit accepted in transfer taking 18 S.H. at M.S.C. must have a 1.60 or better at the close of the term in order to continue.

Readmitted students with Q.P.A.'s below a 2.00 are expected to attain the requisite average as mandated by the above schema.

Any student whose quality point average is below the required Q.P.A. as outlined above will be dismissed from the college. Follow-



ing dismissal notification, a student upon his own initiative has recourse to the Academic Standards Review Board if he is of the opinion that there is sufficient reason upon which to appeal his dismissal. Should the student desire a review of his case, **arrangements for such review are incumbent upon the student.**

Following a first dismissal, a one calendar year interval must elapse before a student may re-apply for re-admission. Any student twice dismissed for academic deficiency automatically terminates his association with Mansfield State College.

### **Academic Standard's Review Board**

Students who have not achieved the minimum required grade point average to permit them continued matriculation are subject to dismissal from the College. The academic standard to be followed in the case of each student will be that academic standard's policy which was in effect at the time of the student's initial matriculation or readmission.

Following dismissal notification a student, upon his own initiative, has recourse to the Academic Standard's Review Board if in his opinion there would be sufficient reason upon which to appeal his dismissal. Should the student desire a review of his case, he should state this to the administrative officer informing him of his dismissal.

#### **I. Composition of the Review Board:**

A. The Vice President for Academic Affairs or his designee shall serve as Chairman of the Board.

B. Three members of the Academic Standard's Committee as elected by that committee shall serve as voting members of the Board for a term of one year.

C. The Chairman of the student's department shall have one vote.

D. One faculty member of the student's choice shall have a vote.

Total: Five voting members of the Committee.

#### **II. Procedures:**

A. The Office of Academic Affairs shall establish the dates of the Review Board and notify the student of the designated time and place. The Chairman of the Board will not have a vote unless there is a split decision.

B. After having been notified of the time for the hearing the student is expected to address to the Chairman of the Review

Board a written appeal stating his case. This written appeal may be mailed to the Chairman or brought in person by the student to the hearing. In no case, however, will the Board be obligated to decide an appeal if the student has failed to provide the Board with a written statement of his appeal.

C. After receiving information with regard to the appointed time and place for his hearing, the student is expected to request his departmental chairman and the faculty member of his choice to appear before the Board at the appropriate time.

D. Before the student discusses his case with the Board, the student's written review will be read by the Board. The five voting members of the A. S. R. B. will consider all necessary records of the student. The student also will be given the opportunity to speak to the A. S. R. B. (if he so desires).

E. Following the presentation of his appeal, the five Board members for the case will vote by secret ballot (example: John Doe—granted or denied) and the student will be notified immediately of the Board's decision.

F. Failure to appear on the part of the student may constitute waiver of the appeal and may result in a finalization of the dismissal. Should the student's chairman or the faculty member of his choice fail to appear, the remaining voting members will have the determining votes. A majority vote of the members will determine the decision on any specific case.

G. The A.S.R.B. has the sole prerogative of hearing without exception, initial appeals of students academically dismissed. The recommendation of the A.S.R.B. to the President will be considered final unless the student petitioner has new information to present in a direct appeal to the President.

### **Withdrawal from the College**

Students wishing to withdraw from the College must initiate the process in the Testing and Counseling Center. After proper completion of all withdrawal papers the student is cleared for formal withdrawal.

The student's academic record is marked with the words 'Withdrew (date) No Credit.' No grades whatever are recorded.

Withdrawal without proper notification and approval may prejudice the student's record and his chance for readmission. The college reserves the right to record "F" grades for courses not completed during the semester in which the student has improperly withdrawn.

### **Absence Policy**

Regular and punctual class attendance is expected of all students.

Student evaluation expressed as grades will be determined on the basis of academic performance. Professors will outline their criteria for academic evaluation prior to the end of the first week of class.

Bona fide absences because of illness, serious mitigating circumstances, or absences because of official College representation approved by the Office of the Vice-President for Student Affairs shall be accepted by all faculty.

Requests for absence from the College must be initiated in the Office of the Vice-President for Student Affairs and official notification for excused absences will be issued to the faculty by this office.

The student is responsible directly to his instructors for class and laboratory attendance; absences must be made up to the satisfaction of the instructor.

### **Academic Integrity**

Faculty members are expected to take reasonable precautions to reduce to a minimum opportunities for dishonesty in academic work. Faculty should instruct the students as to the meaning of plagiarism so as to aid in solving the plagiarism problem. Where possible, the faculty member is expected to assess offenses of academic dishonesty in the interests of acceptable high standards. This is a matter primarily between the student and instructor. Requests for special assistance may be made to the Office of Academic Affairs.

# APPENDIX

## MANSFIELD BUSINESS HOURS

### U.S. POST OFFICE

#### Window Service

Monday, Tuesday, Wednesday, Thursday and Friday .... 8:30 a.m. to 5 p.m.  
Saturday ..... 8:30 a.m. to 12:00 noon

#### Lobby

Monday through Saturday ..... 6:00 a.m. to 6:00 p.m.  
Sunday and Holidays ..... 8:30 a.m. to 5:00 p.m.

### COMMONWEALTH BANK AND TRUST COMPANY

Monday, Tuesday and Thursday ..... 8:30 a.m. - 4:30 p.m.  
Friday ..... 8:30 a.m. - 8:00 p.m.  
Wednesday and Saturday ..... 8:30 a.m. - 12:00 noon

### FIRST CITIZENS NATIONAL BANK

Monday, Tuesday, Thursday ..... Walk-up 8:30 a.m. - 9:00 a.m.  
Lobby 9:00 a.m. - 3:00 p.m.  
Drive up 8:30 a.m. - 4:30 p.m.  
Friday ..... Walk-up 8:30 a.m. - 9:00 a.m.  
Lobby 9:00 a.m. - 3:00 p.m. 6:00 p.m. - 8:00 p.m.  
Drive-up 8:30 a.m. - 8:00 p.m.  
Wednesday and Saturday ..... Walk-up 8:30 a.m. - 9:00 a.m.  
Lobby 9:00 a.m. - 12:00 Noon

### RESTAURANTS

Hours of service in local restaurants vary with season; most are open for service of breakfast, lunch and dinner. Closing hours are posted on the premises.

### STORES AND BUSINESS ESTABLISHMENTS

Most Mansfield businesses close on Wednesday afternoons; in general, the local hours of business are:

Monday, Tuesday, Thursday and Saturday ..... 9:00 a.m. to 5:30 p.m.  
Friday ..... 9:00 a.m. to 9:00 p.m.  
Wednesday ..... 9:00 a.m. to 12:00 noon

The Mansfield Bus Terminal is located at 20 South Main Street, next to the Dutch Pantry Restaurant. The Greyhound, Continental, Lakes-to-Sea and Seaway Lines serve Mansfield and carry passengers to all major cities. By auto, Elmira, New York is 30 miles from Mansfield, Williamsport—49 miles, Philadelphia—225 miles, Erie—226 miles and Pittsburgh—270 miles. Rail service is available from both Corning and Elmira, New York.

Major airlines schedule flights to both Chemung County Airport on Route 17 between Elmira and Corning, New York and to Lycoming County Airport in Montoursville adjacent to Williamsport, Pennsylvania.

### LODGING

Bikini Motel .....	Mansfield, Pa.
Boyce Motel .....	Wellsboro, Pa.
Canyon Motel .....	Wellsboro, Pa.
Fritz's Motel .....	Mansfield, Pa.
Mansfield Motel .....	Mansfield, Pa.
Penn-Wells Hotel .....	Wellsboro, Pa.
Peter Pan Motel .....	Mansfield, Pa.
Ponda Rosa Motel .....	Mansfield, Pa.
Sampsons Motel .....	Mansfield, Pa.
Valley View Motel .....	Mansfield, Pa.
West's Motel .....	Mansfield, Pa.

## THE MANSFIELD AREA CHURCHES

### FIRST BAPTIST CHURCH

North Main Street  
 REV. BENJAMIN NEVIN  
 Service—11:00 a.m.  
 Church School—9:45 a.m.

### CHURCH OF THE HOLY CHILD

(Roman Catholic)  
 South Main Street  
 THE REV. FATHER ALAN CONLAN  
 Mass Sunday—9:30 a.m. and 11:00 a.m.  
 Weekdays—8:00 a.m.

### ST. JAMES EPISCOPAL CHURCH

Wellsboro and St. James Streets  
 THE REV. GEORGE BOOTH  
 Holy Communion second Sunday—11:00 a.m.  
 Morning Prayer other Sundays—11:00 a.m.  
 Church School all Sundays—11:00 a.m.



### **METHODIST CHURCH**

Wellsboro and Academy Streets  
THE REV. RICHARD BRENNEMAN  
Services—9:00 a.m. and 11:00 p.m.  
Sunday School—10:00 a.m.

### **FIRST PRESBYTERIAN CHURCH**

Wellsboro Street  
Service 10:30 a.m. both common worship and church school

### **SEVENTH DAY ADVENTIST CHURCH**

North Main and Elmira Streets  
PASTOR R. E. SCHERMERHORN  
Sabbath School—1:30 p.m.  
Worship Service—3:00 p.m.

### **CHURCH OF CHRIST DISCIPLES**

Canoe Camp, Pennsylvania  
THE REV. KERMIT F. CLICKNER  
Sunday School—10:00 a.m.  
Worship Service—11:15 a.m.

### **HIGHWAY TABERNACLE ASSEMBLY OF GOD**

Route 6, Highway  
THE REV. RAYMOND VALIMONT, JR.  
Service—11:00 a.m.

### **TRINITY LUTHERAN CHURCH**

West Avenue  
Wellsboro, Pennsylvania  
REV. ROGER KUHN  
Sunday School and Bible Class—9:00 a.m.  
Morning Service—10:15 a.m.

### **CONGREGATION B'NAI ISRAEL**

900 West Water, Elmira, New York  
RABBI DAVID ZIELONKA  
Services Friday Evening—8:00 p.m.  
Saturday Morning—8:00 a.m.

### **CONGREGATION SHOMRAY HADATH**

Cobbles E., Elmira, N.Y.  
RABBI SIDNAY GOLDSTEIN  
Saturday Morning—9:00 a.m.

## OFFICES

The following offices are located in the Alumni Hall Library Administration Building:

<i>Office of the President</i> .....	Room 118
<i>Assistant to the President</i> .....	Room 117
<i>Vice-President for Academic Affairs</i> .....	Room 106
<i>Associate Vice-President for Academic Affairs</i> .....	Room 104
<i>Assistant to the Vice President for Academic Affairs</i> .....	Room 122
<i>Director of Admissions</i> .....	Room G9
<i>Assistant Director of Admissions</i> .....	Room G7
<i>Office of Graduate Studies</i> .....	Room 109
<i>Registrar</i> .....	Room G11
<i>Vice-President for Administrative Affairs</i> .....	Room 111
<i>Director of Budgets and Accounts</i> .....	Room 130
<i>Computer Service Center</i> .....	Room 125
<i>Computer Service Center</i> .....	Room G1
<i>Institutional Planning</i> .....	Room 136
<i>Director of Personnel Services</i> .....	Room 128
<i>Revenue Office</i> .....	Room 138

The following offices are located in Memorial Hall:

<i>Vice-President for Student Affairs</i> .....	Room 210
<i>Central Banking</i> .....	Room 205
<i>College Student Services, Inc.</i> .....	Room 208
<i>Student Government Association</i> .....	Room 214
<i>College Union Board</i> .....	Room 211
<i>Carontawan</i> .....	Room 215
<i>Flashlight</i> .....	Room 217

The following offices are located in South Hall:

<i>Dean of Students</i> .....	Room 110
<i>Associate Dean of Students</i> .....	Room 104
<i>Assistant Deans of Students</i> .....	Room 102
	Room 103
	Room 108
<i>Director of Financial Aid</i> .....	Room 109
<i>Director of Placement</i> .....	Room 204
<i>Director of Public Relations</i> .....	Room G16
<i>Assistant Director of Admissions</i> .....	Room 400
<i>Director of Minority Affairs and Equal Opportunity</i> .....	Room 103

## CAMPUS BUILDINGS

### **Allen Hall.**

*Building Director—DR. BENNETT*

Any student or organization wishing to use Allen Hall or the Little Theatre in Allen Hall after 5:00 p.m. or on Saturday or Sunday must file for permission with the Building Director well in advance of proposed date.

Due to the construction of the building, there will be no smoking except in the rest rooms and offices. Failure to obey these directives could lead to disciplinary action.

### **Home Economics Center.**

*Building Director—DR. L. HALCHIN*

All persons who intend to use the Arts Building at any time, except for regularly scheduled classes, shall request permission from the building director in Ab 212. Student groups using the building must be attended by a faculty member unless other arrangements are made by administrative personnel.

Please observe "no smoking" in classrooms.

### **Belknap Hall.**

*Building Director—DR. PINCUS*

All persons who intend to use the building at any time should request permission from the office of the building director. The building will be open from 7 a.m. to 10 p.m.

All student activities should cease at 11:00 p.m.

Students using the rooms will observe the "no smoking" rules.

### **Butler Center.**

*Building Director—DR. BAYNES*

1. The building will be open daily from 7:00 a.m. to 11:00 p.m. for scheduled activities and for practicing.
2. To reserve the use of Steadman Theatre, classrooms, or rehearsal rooms, contact the Music Department Office.
3. No smoking except in corridors and foyers.
4. The building will be open for music students, for use of assigned rooms only during the following hours: after 5:00 p.m. from Monday through Friday; from noon on Saturday and Sunday.

### **Decker Gym.**

*Building Director—DR. DEGENARO*

1. Only students taking part in scheduled classes, practice for sports, or regularly-scheduled recreational activities shall be allowed to use the gymnasium except by permission from the director of the building.
2. No one shall be allowed on the gymnasium floor unless he is equipped with regulation gymnasium shoes.

**Doane Health Center.**

*Building Director—MRS. JONES*

This building houses the college health services and infirmary.

There are nurses on duty 24 hours a day; so facilities are always available as needed.

**Grant Science.**

*Building Director—DR. SMICHOWSKI*

Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.

For special meetings or club activities, permission to use the building may be secured from the Building Director.

**Manser.**

*Building Director—DR. SCOTT*

The lobby on 1st floor of Manser Hall, the new dining facility, is available for student and/or faculty groups after 7:00 a.m. daily. Reservations must be made in advance through the Office of the Vice-President for Student Affairs.

**Memorial Hall.**

*Building Director—DR. SCOTT*

College Union.

**Recreation Center.**

*Building Director—MR. KELCHNER*

This building is open 24 hours a day, because the Security Office is located in this building.

Recreation facilities in this building are open for use from 8:00 a.m. to 11:00 p.m. Special groups wishing to use the facilities must reserve them through the office of the building director.

The computer terminal and key punch are also located here.

**Residence Halls.**

*Building Directors—Head Resident of each hall*

Directors of residence halls are listed earlier in this book. Inquiries about the use of these facilities must be cleared with the building director.

**Retan Center.**

*Building Director—DR. R. WILSON*

1. All persons who wish to schedule the use of Retan Center facilities must request permission in advance from the Building Director. The name of the person in charge must be given at this time.
2. Student groups using the building should be attended by a faculty member or adviser. If this is not feasible, it is necessary to at least have the faculty adviser's endorsement of responsibility for the activity.
3. Granting of permission to use the building carries with it the responsibility for the using group to observe closely the smoking and general clean-up rules.

**South Hall.**

*Building Director—MR. KOLLAR*

1. This building is used for faculty offices and classrooms. Monday through Friday the building is open from 7:00 a.m. to 9:00 p.m.
2. Students will enter and leave the building through the North entrance and main door on the East side of the building. Exit on the Southeast corner may be used for egress only.
3. The building is not open on Saturday and Sunday unless prior arrangements are made through faculty and the building director.
4. Use of the ground floor (lower level) is confined to radio station personnel, faculty and administrators only.

**Straughn Auditorium.**

*Building Director—MR. FRANCIS*

1. The building will be opened by the janitor at 7:00 a.m. and closed at 6:00 p.m. Monday through Friday except when hours have been arranged for through the building director. The building will close for the weekend at noon on Saturday except as above.
2. All meetings, rehearsals, and other activities requiring the facilities of the auditorium or the stage must be scheduled in advance with the building director.
3. Arrangements for janitor services, including changes in the set-up of the stage must be made through the building director at least 48 hours in advance of the time needed.

## **TRAFFIC AND PARKING REGULATIONS MANSFIELD STATE COLLEGE**

### **GENERAL**

Parking and the movement of vehicles on campus is a privilege granted by the College to all individuals who will observe regulations for the operation of vehicles and the use of parking facilities.

Motor vehicle control is administered by the Mansfield State College Security Department. The Security Department is authorized to enforce such rules and regulations as are deemed necessary and proper for the operation of motor vehicles and for the safety of pedestrians and property.

All College staff, faculty and students who operate any type of motor vehicle are presumed to have read the following rules and regulations following the registration of their vehicle. Failure to read and be familiar with the regulations shall not be accepted as an excuse for violations.



Questions or problems relating to the operation of motor vehicles should be directed to the Director of Campus Security.

These regulations, or any part thereof, may be revised at any time. Revisions shall be made public via all reasonable means.

## **REGISTRATION OF MOTOR VEHICLES**

A. Registration: 1. Each motor vehicle driven or parked on Mansfield State College property by students, college staff, or faculty at any time must be registered with Campus Security. Registration of a vehicle does not automatically guarantee a place to park on campus. Commercial vehicles delivering or performing services to the College are not required to have a permit. All vehicles must be registered within 24 hours after arrival on campus.

2. Proof of ownership (registration) and a driver's license of the person registering the vehicle must be shown to the College security officer at the time of application for a permit and at any time when requested by a college security officer.

B. Fees: There is no charge for student parking, but a permit fee of \$1.00 per permit for the year or any part thereof is charged. A free replacement permit will be issued for a replaced registered vehicle upon presentation of the original but current permit. Faculty and staff unable to produce evidence of destruction of their permanently assigned permit will be assessed \$3.00 for a new permit.

C. Eligibility for Parking Permits: Permits to park motor vehicles on campus shall be issued in the following priority:

1. Permits with the prefix number "11" are issued only to administrative officers and faculty.

2. Permits with the prefix number "33" are issued only to the non-instructional staff.

3. Permits with the prefix number "66" are issued only to non-resident students. Parking is permitted in designated lots only from 7:00 a.m. to 5:00 p.m.

4. Permits with the prefix number "99" are issued only to Junior and Senior resident students. Resident students are defined as those living in college owned or leased property.

5. Permits with the prefix number "01" are issued to Freshmen and Sophomore students. Parking is restricted to No. 2 lot at all times.

6. Graduate students or Graduate assistants are considered students and not faculty. Permit "66" or "99", however, will be issued with due regard for geographic convenience.

D. Permits: 1. A permit is issued for a specific motor vehicle and may not be transferred to another vehicle. The person to whom the permit is issued is responsible for any violations incurred.

2. The decal is to be placed on the left rear bumper of the vehicle. All old decals are to be removed or obliterated.

3. Tampering in any way with the permits or decals shall be a violation of these regulations and shall be cause for disciplinary action.

4. The permit will become void when the decal identification is no longer distinguishable.

5. It is the responsibility of the permit holder to remove or obliterate the decal from the bumper of a currently registered vehicle when it is sold, transferred, junked or otherwise disposed of. Any change of status of a motor vehicle of the person to whom the permit is issued must be reported to the Security Office within 48 hours of such change.

6. The operation of a motor vehicle or parking the vehicle on college property is at the sole risk of the operator. The college assumes no responsibility for any loss, damage or injury to any person or property which occurs on College Property.

### **USE OF CAMPUS ROADS AND PARKING AREAS**

A. Restrictions: 1. Motor vehicles must be driven only upon regularly constructed roads and must be parked only in designated parking areas.

2. Vehicles must be parked within parking lines.

3. All Traffic Signs and signals must be obeyed. No one, regardless of type permit, may park in any zone marked "no parking." A vehicle shall be considered parked if it is stopped or standing in a "no parking" zone.

4. The speed limit on College property is 15 miles per hour.

5. College Traffic regulations shall be in force through the entire calendar year.

6. State registration of the vehicle and driver's license of the operator must be in the vehicle or on the person of the operator when the vehicle is in use and must be produced immediately upon request of a college security officer.

B. Where To Park: All vehicles must park in areas posted as per prefix on decal. Parking areas are designated on the map on the reverse side of this page.

### **PENALTIES**

A. Failure to register or display a decal within 24 hours after arrival on campus — \$10.00 fine.

B. Moving violations including speeding in excess of 15 m.p.h. — \$10.00 fine. Second offense results in loss of driving privilege for the remainder of the school year.

C. Tickets issued from Fall registration to Fall registration are cumulative for the academic year.

1. First ticket — For a violation other than failure to register or display decal, a warning ticket will be issued. To be a warning, however, the ticket must be presented in person at the Security Office within 48 hours. Otherwise the violator will be subject to a minimum \$2.00 fine.

2. Second ticket, minimum \$2.00 fine.

3. Third ticket, minimum \$5.00 fine.

4. Receipt of four or more tickets, mandatory appearance before Traffic Court.

D. All tickets including warning tickets must be cleared within 48 hours or an additional \$1.00 per scheduled school day penalty up to a maximum of \$10.00 additional penalty may be assessed. Those whose penalty fine is allowed to exceed the \$10.00 maximum will be required to appear before the Traffic Court. Those who are summoned by registered mail will pay for the letter.

E. Repeated violations may lead to a recorded account of violator's behavior and/or loss of driving privileges. The College reserves the right to cancel or suspend at any time the vehicle privileges of flagrant violators of the college traffic and parking regulations. Flagrant violators may also be subject to disciplinary action.

F. Procedures For Paying Fines: Checks are to be made payable to the Commonwealth of Pennsylvania. Fines are paid in the Security Office between 9:00 a.m. and 4:00 p.m., Monday thru Friday.

G. Unpaid penalties at the end of any school term or termination of employment are considered outstanding debts to the College.

## **APPEALS**

The College Traffic Court will sit periodically to hear appeals of violations. The request for a hearing must be filed in writing at the time the violation is cleared. Any fine will be returned if the committee upholds the appeal. Decisions of the Traffic Court are final.

## **EXCEPTIONS**

Police and emergency vehicles are not governed by these regulations.

# **SNOW REMOVAL**

## **DEFINITION AND PURPOSE**

It is the intention of this procedure to identify the steps necessary to remove all vehicles from key streets and parking lots on campus so as to permit Buildings and Grounds to clear snow from the areas.

## **SCOPE**

This procedure concerns all personnel with vehicles on campus.

## **RESPONSIBILITY**

1. Security will be responsible for all notices to dorms and office buildings as to snow removal and/or plowing.
2. Security to control and remove all cars that are hindering the snow removal process.
3. Maintenance insures that the East parking lot is plowed so as to have a place to park cars.

## **PROCEDURE**

1. Security office shall make it known to all persons parking cars on campus, either by posted notices on bulletin boards, radio, loud speakers in dormitories or a combination of these, where parking lots or streets shall be vacated for snow removal purposes. After snow has been removed in any given area, Security shall advise all persons by the same means as to the re-opening of street or parking lot parking.

2. Upon proper notice, if vehicles are not removed by the owners, Security shall have the vehicles removed by tow truck at the owners expense. Security officers shall make every effort to contact owners of cars, but in the event the owners cannot be found, towing will be done as a last resort.

3. In the event of a heavy snow warning being predicted for the area, students that have cars parked along either side of Clinton Street from College Place to First Street, in service parking areas surrounding and adjacent to dormitories, in the parking lots in back of the Infirmary and in back of the tennis courts on the South end of the campus, will make an immediate attempt to transfer their vehicles to the East parking lot of the Campus prior to the snow fall, or if not possible, at the very early stages of the snowfall. The students shall continue using the East parking lot area until word is received from Security that the snow emergency has passed.

## **PERMANENT DECAL PROCEDURES FACULTY AND NON-INSTRUCTIONAL STAFF**

### **PURPOSE**

To insure that all vehicles of faculty and permanent non-instructional staff owned and operated on campus of Mansfield State College, are identified and registered with a permanent decal.

### **RESPONSIBILITIES**

It is the responsibility of the individual faculty or non-instructional employee to register and identify all his/her vehicles in use on the campus of Mansfield State College.

### **PROCEDURE**

The faculty or non-instructional staff employee is to notify the Security Office and identify and register the vehicle which he/she intends to use on the Campus of Mansfield State College. Upon the proper identification and completion of the required form at the Security Office, the employee will be issued a permanent decal, at no charge, which is to be placed on the left rear bumper. Whenever the vehicle is sold, junked or repaired whereby the decal must be replaced, the employee is to remove the decal and return (in whole or in part) to the Security Office where a new decal will be issued without charge. If the decal is not returned there will be a charge of \$3.00 for the issuance of a new decal.



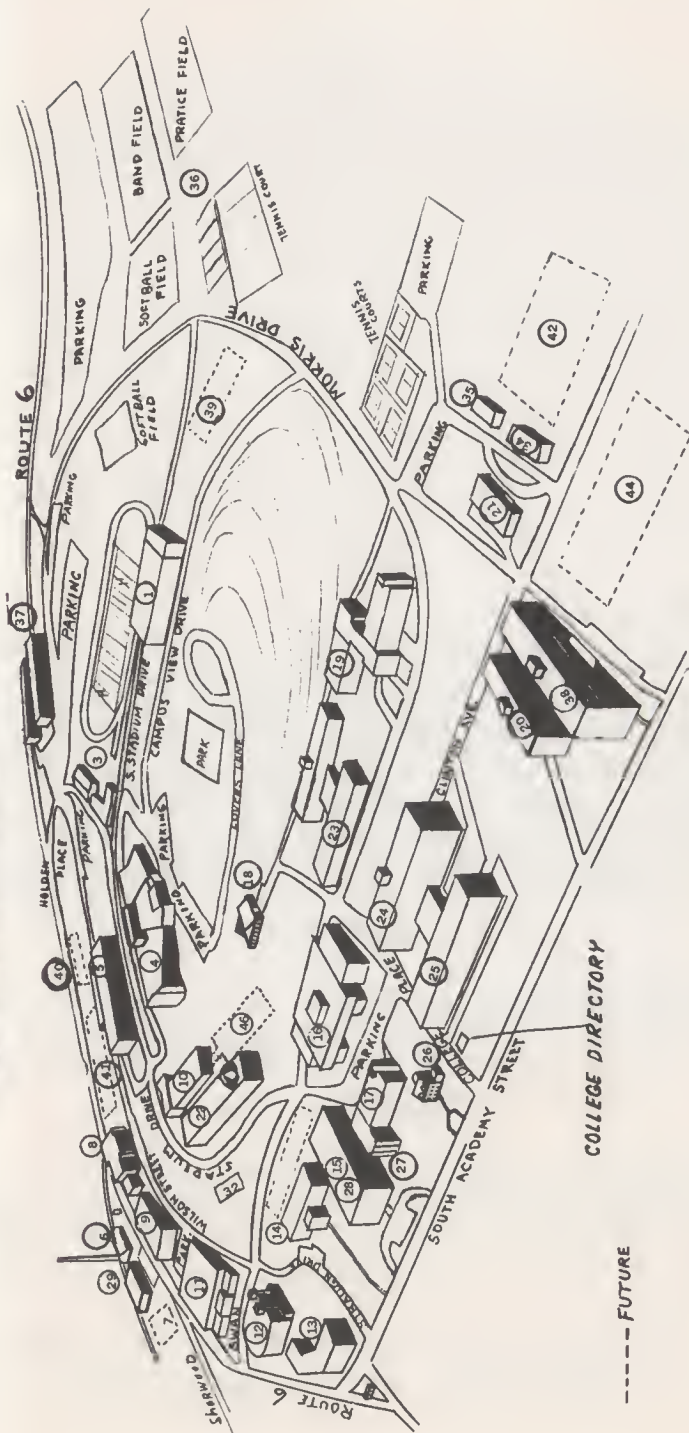


# BUILDING IDENTIFICATION

## KEY TO BUILDINGS

1	Decker Gymnasium	38 & 20	Maple Hall
3	Van Norman Field	21	Doane Health Service Center
4	Will George Butler Center & Steadman Theatre	22	Grant Science Center Wing
5	Allen Hall	23	Pinecrest Manor
29, 7 & 6	Boiler Plant — Brooks Maintenance Building Carpenter Shop & Garage	25 & 24	Laurel Manor
8	Retan Center	26	President's House
9	Belknap Hall	28 & 27	Addition — Alumni Hall
10	Grant Science Center	32	Greenhouse
11	Recreation Center	34	Ellen Richards Home Management House
12	Straughn Auditorium	35	Catherine Beecher Home Management House
13	Home Economics Center	37	Hickory Hall
14	Memorial Hall	38	Oak Hill Hall
15	Alumni Hall	39	Research and Learning Center
16	Manser Hall	40	Classroom Building
17	South Hall	41	Fine Arts Building
18	Hut	42	Residence Hall
19	Hemlock Manor	44	Residence Hall
		46	Grant Science Future Wing

# MANSFIELD STATE COLLEGE



----- FUTURE

## CAMPUS TELEPHONE NUMBERS

### HEMLOCK MANOR

First Floor NW .....	662-6454
Second Floor NW .....	662-6093
Third Floor NW .....	662-6792
First Floor SW .....	662-6868
Second Floor SW .....	662-6290
Third Floor SW .....	662-6393

### LAUREL MANOR A

First Floor .....	662-6265
Second Floor .....	662-6882
Third Floor .....	662-6890
Fourth Floor .....	662-6783
Fifth Floor .....	662-6687
Sixth Floor .....	662-6694
Seventh Floor .....	662-6593

### LAUREL MANOR B

Lobby .....	662-6616
First Floor .....	662-6559
Second Floor .....	662-6816
Third Floor .....	662-6707
Fourth Floor .....	662-6768

### NORTH HALL

First Floor .....	662-6593
Second Floor .....	662-6492
Third Floor .....	662-6498
Fourth Floor .....	662-6095
Fifth Floor .....	662-6692

### PINE CREST

Main Lobby .....	662-6752
Main Lobby .....	662-6718
First Floor .....	662-6566
Second Floor .....	662-6298
Third Floor .....	662-6660
Fourth Floor .....	662-6381
Fifth Floor .....	662-6067
Sixth Floor .....	662-6979

### OAK HILL HALL

Office .....	662-3746
First Floor .....	662-6480
Second Floor .....	662-6386
Third Floor .....	662-6533

### MAPLE HALL A

Office .....	662-3668
First Floor .....	662-6214
Second Floor .....	662-6587
Third Floor .....	662-6038
Fourth Floor .....	662-6280
Fifth Floor .....	662-6786
Sixth Floor .....	662-6591

### MAPLE HALL B

Office .....	662-2343
Lobby .....	662-6090
Lobby .....	662-6044
First Floor .....	662-6943
Second Floor .....	662-6334
Third Floor .....	662-6451
Fourth Floor .....	662-6673
Fifth Floor .....	662-6636
Sixth Floor .....	662-6234

### HICKORY HALL

Office .....	662-2372
First Floor .....	662-6239
Second Floor .....	662-6318
Third Floor .....	662-6337

### HOME ECONOMICS HOUSES

Beecher House .....	662-2842
Richards House .....	662-3292

### EMERGENCY NUMBERS

Infirmary .....	662-3046
Security Office .....	662-3071





ALUMNI HALL  
MANSFIELD PA

